

## Chapter 12 - Reports - RPT/PRO

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## Probate Reports

The probate reports screen is used to produce reports that will assist the user in tracking cases. To access the probate report screen, insert RPT/PRO in the Next Tran line and press <Enter>.

### Probate Next Tran Line:

NXT TRAN	P	RPT	TYPE	PRO	CASE NBR	00000000	REC NBR	__
----------	---	-----	------	-----	----------	----------	---------	----

The following screen will be brought back to you. Select the report option that you want to work with by entering the corresponding number in the selection field and press <Enter>.

**Court ID : P 44 ANGIE      Probate Report Selection Menu      Release : 025**

1. Report Generator	15. Disposition Status Report
2. Docket Report Generator	16. Guardian Review List
3. Case Clean up (Close Cases)	17. Lack of Progress Report
4. Caseflow Management Report	18. Mailers/Notice Generation
5. Case History Summary	19. Minor Guardian Review List
6. Caseload Report	20. Minors of Age Report
7. Case Review List	21. New Case Cards
8. Civil Case Activity Summary	22. New Fiduciary Report
9. Civil Case List	23. Pre-Notices
10. Civil Case Review List	24. Summary Counts of Cases Filed
11. Closing Cert/Final Receipts	25. Summary of Open Cases
12. Courtroom Worksheets and	26. Suspended Fiduciary List
Daily Docket/Information Desk	27. Transaction Report - Civil
13. Daily Transaction Journal	28. Transaction Report - Probate
14. Delinquent Fiduciary Report	

Make your selection:

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Civil F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

MP b MW 20/027

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Following are explanations of the reports for each of the above reports.

## Probate Report Generator

The Report Generator was developed to allow user's to create specialized reports based on individual court needs.

### Running the Report:

Enter 1 in the report selection field and press <Enter>. The system will return the following screen.

REPORT NAME \_\_\_\_\_ REPORT GENERATOR SELECT USER ID ANGIE  
PRESS F4 FOR A LIST OF REPORT NAMES 1-SELECT 4-DELETE

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By entering the name in the report name field, the computer will save the report you are going to run and store it with that name. If you run a report either weekly or monthly, this will save you from having to re-create the report each time you are running it.

If you do not want to name the report, just press <Enter> to bypass this screen and the system will display the following screen.

**REPORT GENERATOR SELECTION**  
ENTER "S" TO SELECT "P" TO PRINT 1-9 TO SORT

H	<input type="checkbox"/> S	CASE TYPE	<input type="text" value="DA"/>	P	<input type="checkbox"/>	CASE NUMBER	<input type="text"/>
E	<input type="checkbox"/>	HDR JUDGE	<input type="text"/>	P	<input type="checkbox"/>	HDR NAME	<input type="text"/>
A	<input type="checkbox"/> S	STATUS	<input type="text" value="Q"/>	P	<input type="checkbox"/>	CASE OPENED DATE	<input type="text"/> - <input type="text"/>
D	<input type="checkbox"/>	HEADER ATTORNEY	<input type="text"/>	P	<input type="checkbox"/>	CASE CLOSED DATE	<input type="text"/> - <input type="text"/>
E	<input type="checkbox"/>	HDR MICROFILM #	<input type="text"/>	P	<input type="checkbox"/>	OPTIONAL DATE	<input type="text"/> - <input type="text"/>
R	<input type="checkbox"/>	DISPOSITION CODE	<input type="text"/>	P	<input type="checkbox"/>	DISPOSITION DATE	<input type="text"/> - <input type="text"/>
	<input type="checkbox"/>	SOCIAL SECURITY NBR	<input type="text"/>	P	<input type="checkbox"/>	REOPEN DATE	<input type="text"/> - <input type="text"/>
P	<input type="checkbox"/>	COURT ACTIVITY	<input type="text"/>	P	<input type="checkbox"/>	COURT ACTIVITY DATE	<input type="text"/> - <input type="text"/>
A	<input type="checkbox"/>	FIDUC ACTIVITY	<input type="text"/>	P	<input type="checkbox"/>	FIDUC ACTIVITY DATE	<input type="text"/> - <input type="text"/>
R	<input type="checkbox"/>	QUALIFICATION KEY	<input type="text"/>	P	<input type="checkbox"/>	QUALIFICATION DATE	<input type="text"/> - <input type="text"/>
T	<input type="checkbox"/>	PARTY TYPE	<input type="text"/>	P	<input type="checkbox"/>	DUE DATE	<input type="text"/> - <input type="text"/>
Y	<input type="checkbox"/>	PARTY ATTORNEY	<input type="text"/>	P	<input type="checkbox"/>	FIDUC LAST NAME	<input type="text"/>
	<input type="checkbox"/>	INVENTORY AMT	<input type="text"/>	P	<input type="checkbox"/>	SURETY	<input type="text"/>
E	<input type="checkbox"/>	EVENT TYPE	<input type="text"/>	P	<input type="checkbox"/>	EVENT DATE	<input type="text"/> - <input type="text"/>
V	<input type="checkbox"/>	EVENT JUDGE	<input type="text"/>	P	<input type="checkbox"/>	DISPOSITION	<input type="text"/> - <input type="text"/>
E	<input type="checkbox"/>	EVENT ATTORNEY	<input type="text"/>	P	<input type="checkbox"/>	DISPOSITION DATE	<input type="text"/> - <input type="text"/>
N	<input type="checkbox"/>	EVENT MICROFILM #	<input type="text"/>				
T	<input type="checkbox"/>						

F3=Exit

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This screen allows you to choose the criteria that you want to see on your report. there are 3 options that can be used to select data.

1. S = Select - By entering an S to select, the system will only select cases that match the option that you are selecting. This will not print on your report. It will be shown in the heading of the report as a selection criteria for the data listed.
2. P = Print - By entering a P to print, the system will select cases that match the option and print it on the report.
3. 1-9 = Sort - By entering a number 1-9, the system will select cases that match the option, sort the cases in the order you entered 1-9 and print them on the report.

After you have entered all of your selections, press <Enter>. The system will generate the report.

Following is the output from the report.

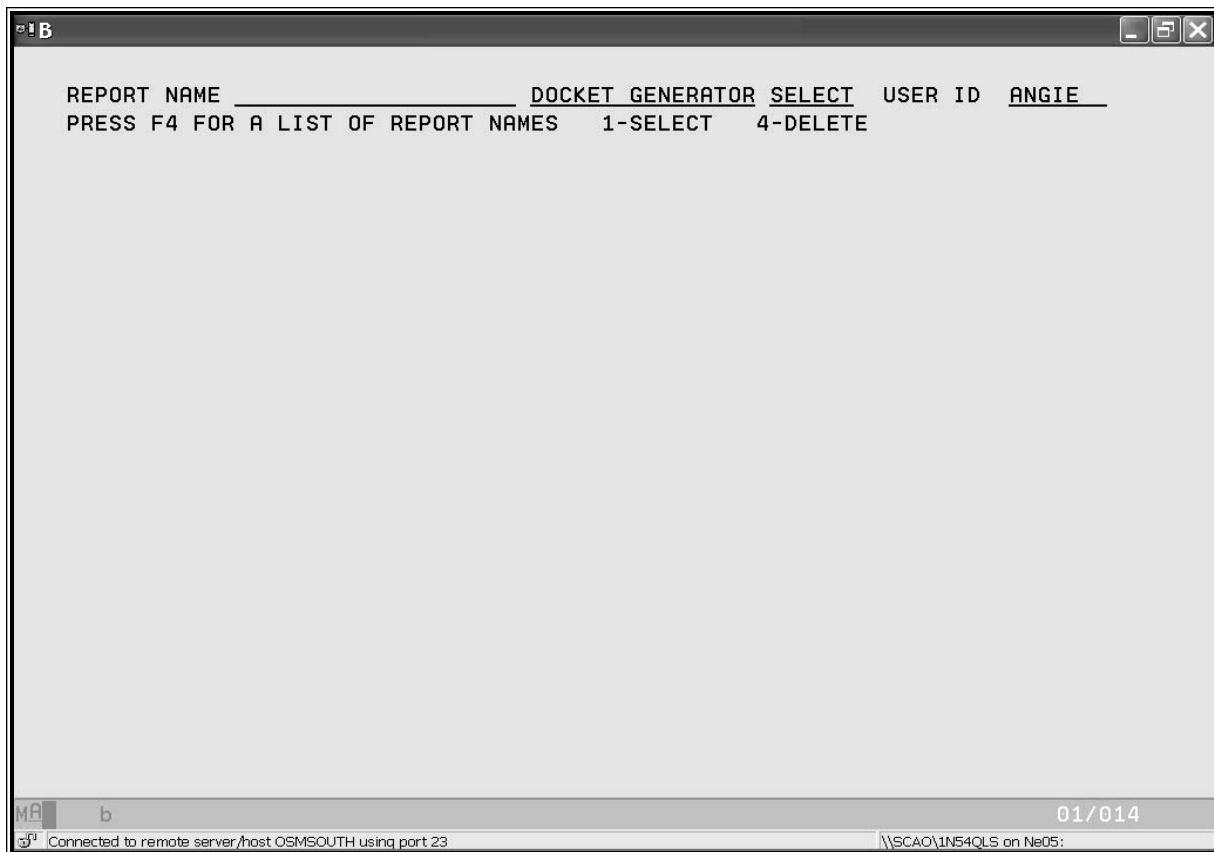
P44			OTHER COUNTY PROBATE COURT			RUN DATE : 06/05/2003		PAGE
			OTHER CTY. COMPLEX 255 CLAY			CONTACT : PROBATE REGISTER		
			OTHER MI 48446			PHONE # : (810) 667/0261		
CASE TYPE =DA		STATUS = O						
CASE NUMBER	HEADER NAME		FILE DATE	PARTY NUMBER	QUAL DATE	FIDUCIARY NAME		
00003679	LASTNAME	ABRAM	1/01/1908	01	1/01/1998	LASTNAME	ADRIANA	
00003679	LASTNAME	ABRAM	1/01/1908	02	1/01/1998	LASTNAME	TEST	
00003848	LASTNAME	ABIGA	1/01/1910	01	3/21/1999	LASTNAME	JAMES	
00016719	LASTNAME	WOSEi	4/19/1950	01	3/22/1999	LASTNAME	HANT	
00016755	LASTNAME	VACIL	6/06/1950					
00022349	LASTNAME	BERNA	6/26/1970	01	5/05/1998	LASTNAME	TESTING	
00025179	LASTNAME	MAE V	6/16/1980	01	6/01/1984	LASTNAME	A. ANTONE	
00025179	LASTNAME	MAE V	6/16/1980	02	6/10/1980	LASTNAME	J. BAHL	
00025179	LASTNAME	MAE V	6/16/1980	03	5/22/1985	LASTNAME	A.S.	

## Docket Report Generator

The Intake Report Generator was developed to allow user's to create specialized reports based on individual court needs.

### Running the Report:

Enter 3 in the report selection field and press <Enter>. The system will return the following screen.



The screenshot shows a terminal window titled "B" with a standard Windows-style title bar (minimize, maximize, close buttons). The terminal content is as follows:

```
REPORT NAME _____ DOCKET GENERATOR SELECT USER ID ANGIE  
PRESS F4 FOR A LIST OF REPORT NAMES 1-SELECT 4-DELETE
```

The terminal has a status bar at the bottom with the following information:

- On the left: "MB" and "b"
- On the right: "01/014"
- At the bottom left: "Connected to remote server/host OSMSOUTH using port 23"
- At the bottom right: "\\SCAO\1N54QLS on Ne05:"

By entering the name in the report name field, the computer will save the report you are going to run and store it with that name. If you run a report either weekly or monthly, this will save you from having to re-create the report each time you are running it.

If you do not want to name the report, just press <Enter> to bypass this screen and the system will display the following screen.

```

Court ID : J 44 ANGIE      DOCKET GENERATOR
ENTER COURT SELECTION
P TO SELECT PROBATE DOCKET ENTER P
J TO SELECT JUVENILE DOCKET ENTER J
A TO SELECT ADOPTION DOCKET ENTER A
ENTER "S" TO SELECT "P" TO PRINT "1- 4" TO SORT
S JURIST 19081 OR COURTROOM
"P" TO PRINT "1- 4" TO SORT
1 DATE RANGE 0605 2003 TO 0615 2003 MMDD CCYY (MAX. 14 DAYS)
  TIME RANGE 1 TO 2400 MILITARY TIME 0001 TO 2400
    HHMM HHMM
P CASE NAME
ENTER "S" TO SELECT "P" TO PRINT
P ATTORNEY LEAVE BLANK FOR ALL
P CASE WORKER LEAVE BLANK FOR ALL

ENTER "P" TO PRINT
PRINT PARTY NAMES (PROBATE & NA)
PRINT CHARGES (DL & TL)
PRINT COMMENTS (PROBATE)
PRINT FIRST NAME FIRST

PRESS ENTER TO EDIT REPORT OPTIONS
F1=Help F3=Exit F4=Prompt

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\\SCAO\IN54QLS on Ne05:

```

This screen allows you to choose the criteria that you want to see on your report. there are 3 options that can be used to select data.

1. S = Select - By entering an S to select, the system will only select cases that match the option that you are selecting. This will not print on your report. It will be shown in the heading of the report as a selection criteria for the data listed.
2. P = Print - By entering a P to print, the system will select cases that match the option and print it on the report.
3. 1-9 = Sort - By entering a number 1-9, the system will select cases that match the option, sort the cases in the order you entered 1-9 and print them on the report.

After you have entered all of your selections, press <Enter>. The system will check for errors and return the same screen with a message saying no errors found. Press <Enter> again and the system will generate the report.

Following is the output from the report.

P44	OTHER COUNTY PROBATE COURT					RUN DATE : 06/05/2003	PAGE
	OTHER CTY. COMPLEX 255 CLAY					CONTACT : PROBATE REGISTER	
	OTHER MI 48446					PHONE # : (810) 667/0261	
JURIST = PREISEL,CLAYTON E.							
DATE	TIME	CASE NUMBER	PETN NUMBER	CASE NAME	HEARING TYPE	ATTORNEY	
CASE WORKER							
6/15/2003	10:00 a.m.	90028561-	-CA	00000000	LASTNAME, JONATHON, JR.	ORDER	AARDEMA,ROBERT B.,

## Case Clean Up (Close Cases)

This report is used to clean up cases that have had all parties discharged or closed and the header screen has not been closed. There are two possible ways this report can be ran.

1. Have the system close the cases that need to be closed and generate a report of those cases.
2. have a report generated listing the cases that need to be closed.

The system will look at all open cases, checking all parties on the case. If all of the parties are closed or discharged, the latest court action date will be used to close the header. That date will be placed in the closed date field on the header screen and an event will be written to the event file of CLO - Case Closed by procasclo. The system will generate a report with either option selected.

### Running the Report:

Enter 3 in the report selection field and press <Enter>. The system will return the following screen.

The screenshot shows a terminal window with the following content:

```

Court ID : P 44 ANGIE      Monthly Clean Up Report      Release : 025

This program will close all headers if all parties on the case are
discharged, closed, or suspended.

Do you want the program to close the case automatically?  N   (Y/N)
  Y - The program closes the case
  N - The program does not close the case
  (If blank, the default is set to N)

The program will create the report regardless of the option selected.

Nxt Tran P  RPT Type PRO  Case# 00000000      Rec nbr 
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F8=Civil  F9=Name Inq.      F14=Dkt.Inq F16=Inv.Cal

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```

Enter a "Y" if you want the system to close the case for you. Enter a "N" if you would like a report generated of cases that fit this description.

Press <Enter>. The system will generate the report.

Following is the output from this report.

P44	OTHER COUNTY PROBATE COURT	RUN DATE : 06/05/2003	PAGE
	OTHER CTY. COMPLEX 255 CLAY	CONTACT : PROBATE REGISTER	
	OTHER MI 48446	PHONE # : (810) 667/0261	
P44	CASES LIST BUT HEADER NOT CLOSED	RUN DATE : 06/05/2003	PAGE:
000			
PROCASECLO	OTHER COUNTY PROBATE COURT		
	OTHER CTY. COMPLEX 255 CLAY	CONTACT : PROBATE REGISTER	
	OTHER MI 48446	PHONE # : (810)	

CASE NUMBER/TYPE			
*****			
00-003679-DA	/// ESTATE OF: LASTNAME, ABRAM,	STATUS OF CHANGE	CASE CLOSED
00-020679-DE	/// ESTATE OF: LASTNAME, ELLAS,	STATUS OF CHANGE	CASE CLOSED
00-333335-DA	/// ESTATE OF: LASTNAME CASESUMA,	STATUS OF CHANGE	CASE CLOSED
00-333420-DA	/// ESTATE OF: LASTNAMETRUCKER,	STATUS OF CHANGE	CASE CLOSED
01-333740-DA	/// ESTATE OF: LASTNAME, CLIFF,	STATUS OF CHANGE	CASE CLOSED
01-333830-DE	/// ESTATE OF: LASTNAME, CASE,	STATUS OF CHANGE	CASE CLOSED
01-333951-DA	/// ESTATE OF: LASTNAME, INVE,	STATUS OF CHANGE	CASE CLOSED
01-333973-DA	/// ESTATE OF: LASTNAME, TEST,	STATUS OF CHANGE	CASE CLOSED
02-041701-DA	/// ESTATE OF: LASTNAME, DESI,	STATUS OF CHANGE	CASE CLOSED
02-091201-AB	/// ESTATE OF: LASTNAME, DETT,	STATUS OF CHANGE	CASE CLOSED
02-091202-AB	/// ESTATE OF: LASTNAME, JEAN,	STATUS OF CHANGE	CASE CLOSED
02-334106-CA	/// ESTATE OF: LASTNAME, CONA,	STATUS OF CHANGE	CASE CLOSED
02-334259-DE	/// ESTATE OF: LASTNAME, REV,	STATUS OF CHANGE	CASE CLOSED

## Caseflow Management Reports Pending Matters

This report was created in response to SCAO's Time Guidelines published in 1992. The following case types are tracked by this report. "CA ""CY ""DA ""DE ""GA ""GM ""GL ""LG ""DD ""TV ""TT ".

This report will track contested matters in the above case types. To show that a matter is contested, enter a schedule record of **OBJ** - Objection. When the contested matter is resolved, modify the schedule record and enter an event disposition into the disposition field with the date that the disposition occurred on. Prompt <F4> for a list of valid dispositions.

The two reports that will be created from this option are:

1. Caseflow Management - Pending Matters - This report lists all contested matters entered as of June 1, 1992 for which no disposition has been entered.
2. Caseflow Management - Closed Matters - This report will list contested matters for which a disposition was entered and the disposition date falls within the reporting dates specified when creating the report.

### Running the Report:

Enter 5 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : P 44 ANGIE      Caseflow Management Report      Release : 025

Enter Reporting Period:

Begin Date: 0101 2002
             MMDD CCYY

End Date:   1231 2002
             MMDD CCYY

Enter Report Option:  3 1 Pending case age report
                     2 Caseflow management report
                     3 Both reports

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr
F1=Help F2=Nxt Tran F3=Exit F4=Prompt   F6=System
F8=Civil F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

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```

Enter the dates that you would like to run the report and the report selection and press <Enter>. The system will generate the report. Following are examples of both reports.

P44	OTHER COUNTY PROBATE COURT					RUN DATE : 06/05/2003		PAGE
	OTHER CTY. COMPLEX 255 CLAY					CONTACT : PROBATE REGISTER		
	OTHER MI 48446					PHONE # : (810) 667/0261		
JUDGE CLATTERBAUGH, JAMES R	OTHER MI 48446					PHONE # : (810) 667/0261		
CASE NBR	CASE TYPE	NAME	DATE FILED	EVENT NBR	CONTEST TYPE	CONTEST DATE BEG	CONTEST DATE END	NBR DAYS PENDING
01333740	DA	LASTNAME, CLIFFORD,	04/01/2000	28	OBJ	07/12/2001		693
		OBJECTIONS						
02334740	DE	LASTNAME, CARL,	04/01/2000	6	OBJ	08/01/2002		308
		OBJECTIONS						
02334740	DE	LASTNAME, CARL,	04/01/2000	7	OBJ	08/01/2002		308
		OBJECTIONS						
TOTAL NUMBER OF CASES FOR JUDGE =			3	AVERAGE NUMBER OF MONTHS / ALL CASE TYPES = 15				

P44	OTHER COUNTY PROBATE COURT				RUN DATE : 06/05/2003		PAGE
	OTHER CTY. COMPLEX 255 CLAY				CONTACT : PROBATE REGISTER		
	OTHER MI 48446				PHONE # : (810) 667/0261		
JUDGE	CLATTERBAUGH, JAMES R				OTHER MI 48446		
CASE	NUMBER	NUMBER	CATEGORY	TIME	PHONE # : (810) 667/0261		
TYPE	OF MONTHS	COMPLETED	PERCENTAGE	GUIDE			
CA	0-6			75%			
	7-9			90%			
	10-12			100%			
	12+						
	TOTAL				AVERAGE NBR OF MONTHS =		
CY	0-6			75%			
	7-9			90%			
	10-12			100%			
	12+	7	100				
	TOTAL	7	100		AVERAGE NBR OF MONTHS = 20		
DA	0-6			75%			
	7-9			90%			
	10-12			100%			
	12+	3	100				
	TOTAL	3	100		AVERAGE NBR OF MONTHS = 66		

## Case History Summary

This report lists case activity by type as entered on the schedule screen for the current quarter, year to date and the previous year.

### Running the Report:

Enter 5 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE Case History Summary Release : 025

Enter Report Date MMDD CCYY  
605 2003

Nxt Tran P RPT Type PR0 Case# 00000000 Rec nbr  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
F8=Civil F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MB b MW 06/022  
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Enter the date that you want to search from and press <Enter>. The system will generate the report.

Following is the output from this report.

P44		OTHER COUNTY PROBATE COURT				RUN DATE : 06/05/2003		PAGE
		OTHER CTY. COMPLEX 255 CLAY				CONTACT : PROBATE REGISTER		
		OTHER MI 48446				PHONE # : (810) 667/0261		
ENTRIES	DESSCRIPTION	CURR QTR	2003	2002	ENTRY TOTAL			
*****	*****	*****	*****	*****	*****			
ACC	ACCT FILED	0	1	19	20			
ACI	APT CONF INT	0	1	6	7			
ACK	ACKNOW PAR.	0	0	4	4			
ACL	MEM ADM CLO	0	1	14	15			
ADI	PET ADOP ID	0	0	4	4			
ADJ	ADJOURNMENT	0	1	8	9			
ADN	PET ADOP NON	0	1	3	4			
ADO	ORD ADOPTION	0	0	10	10			
ADP	ADOPTION HRG	0	1	8	9			
ADR	ADOPTION REC	0	0	1	1			
ADV	ADV TERM PAR	0	0	5	5			
AEX	ADULT EXTRAD	0	0	1	1			

## Caseload Report

The Caseload report is used to track activity for cases during each quarter of the year.

### Running the Report:

Enter 6 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE      Caseload Report      Release : 025

ENTER BEGIN DATE:      0101 2002  
MMDD CCYY

ENTER END DATE:      0331 2002  
MMDD CCYY

Create Audit Report?    Y

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr

F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System

F8=Civil      F9=Name Inq.      F14=Dkt. Inq F16=Inv. Cal

MP b MW 14/025

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Enter the dates that you want the system to search and press <Enter>. The system will generate the report.

The caseload report consists several different sections. Following is an explanation of terms and data entry instructions for the report.

## **Explanation of Terms**

### **~Beginning Pending~**

Beginning pending numbers will only be reported in the first quarter caseload report. Pending refers to pending disposition. If the disposition date is filled in and the date is before the report begin date, the case is **NOT** pending and will not show up on the report.

### **~New Filings~**

The filing date is determined by evaluating the dates on the header screen. Exceptions to this rule are listed along with the corresponding graph.

### **~Reopened Cases~**

If the reopen date is within the reporting period the case will be counted as reopened. Case types that do not report reopened are blacked out on the corresponding graphs.

### **~Disposed~**

Dispositions are entered on the header screen in the disposition date/code fields unless otherwise noted.

## Explanation of the Report

### Part 1: New Filings and Reopened Cases

#### Section A: Estates, Trusts

LINE	CASE TYPE	DA	DE	DH	PE	TR	TT	TV
1	Beginning Pending							
2	New Petitions					*A		
3	Reopened							
4	Number of Open Estates, Testamentary Trust, Inter Vivo Trust Cases, January 1							

#### ~Line 1 - Beginning Pending~

Headers will be counted here if the header has not been disposed or has been disposed after the report begin date.

#### ~Line 2 - New Filings~

Headers will be counted here if the open date falls within the reporting period.

#### ~Line 3 - Reopened~

Headers will be counted here if the reopen date falls within the reporting period.

#### ~Line 4 - Number of Open Estates, Trusts, Inter Vivo Trust Cases, Jan 1~

Header filing date must be before January 1 and must have been in an open status on January 1.

#### ~\*A~

Event of TRU - Trust Registration must be entered on the Schedule Screen.

#### Section B: Wills

The case type must be "TR" and an event of "WSK - Will for Safekeeping" or "WDE - Will Decedent Estate" must be entered on the Schedule Screen.

## Explanation of the Report

### Part 1: New Filings and Reopened Cases

#### Section C: Civil and Other Matters

LINE	CASE TYPE	BR	CZ	ML
1	Beginning Pending			
2	New Petitions			
3	Reopened			

These cases are all counted from the header but the following events must be used in order for caseload to recognize that the case is supposed to be counted.

The following events should be used when entering **ML** cases:

MAL - Marriage License	DBP - Safe Deposit Box	APV - Action on Personal Property
IRN - Intent to Receive Notice	APP - Appeals	RVS - Review Adoption Subsidy
KDN - Kidney Transplant	LSI - Lost Instrument	SPP - Support of Poor Persons
RVD - Review Drain Comm.	RVM - Review Mental Hlth.	DOP - Disclaimer of Property
UGM - Uniform Gift to Minor	FFD - Foreign Fiduciary	DFN - Demand for Notice

The following events should be used when entering **BR** cases:

BIR - Petition to establish birth record

#### ~Line 1 - Beginning Pending~

Headers will be counted here if the header has not been disposed or has been disposed after the report begin date.

#### ~Line 2 - New Filings~

Headers will be counted here if the open date falls within the reporting period.

#### ~Line 3 - Reopened~

Headers will be counted here if the reopen date falls within the reporting period.

## Explanation of the Report

### Part 1: New Filings and Reopened Cases

#### Section D: Guardianships, Conservatorships, Admissions, Mental Commitments

LINE	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Beginning Pending							*A		*B	
2	New Petitions			*C				*D		*E	
3	Reopened										

#### ~Line 1 - Beginning Pending~

Headers will be counted here if the header has not been disposed or has been disposed after the report begin date.

#### ~Line 2 - New Filings~

Headers will be counted here if the open date falls within the reporting period.

#### ~Line 3 - Reopened~

Headers will be counted here if the reopen date falls within the reporting period.

#### ~\*A~

An event type of OBJ or PJA with an event date before January 1st of the report year must be entered on the schedule screen to be counted.

#### ~\*B~

An event type of AFH, PFH, OBH, PCT, PCO or CHM with an event date before January 1st of the report year must be entered on the schedule screen to be counted.

#### ~\*C~

DD partial cases that have to be re-appointed every 5 years must be closed and reopened with atleast one day between the close and the reopen for the system to count the case.

#### ~\*D~

An event type of PJA or OBJ with an event date on or after the report begin date and on or before the report end date must be entered on the schedule screen to be counted.

#### ~\*E~

An event type of AFH, PFH, CHM or OBH with an event date on or after the report begin date and on or before the report end date must be entered on the schedule screen to be counted.

## Explanation of the Report

### Part 1: New Filings and Reopened Cases

#### Section D: Other Filings

LINE	CASE TYPE	MI
1	Petition for Second Order	PCO
2	Petition for Continuing Order	PCT
3	Supplemental Petitions	SPA, SPE, POT

The codes listed are events and must be entered on the schedule screen with an event date within the reporting period for this action to be counted.

## Explanation of the Report

### Part 1: New Filings and Reopened Cases

#### Section G: Adoptions

LINE	CASE TYPE	AB	AC	AD	AF	AG	AM	AN	AO	AY
1	Beginning Pending									
2	New Filings									
3	Reopened									

#### ~Line 1 - Beginning Pending~

Cases will be counted if the disposition date is blank or after the report begin date.

#### ~Line 2 - New Filing~

Cases will be counted if the open date falls within the date range.

#### ~Line 3 - Reopened~

Cases will be counted if the reopen date falls within the reporting period. NOTE: Reopen dates must be entered when the events of "rehearing" and "rescind" are entered.

LINE	CASE TYPE	RB	RL
4	Releases Executed		

LINE	OTHER MATTERS	
5	Petitions for Confidential Intermediary	
6	Requests for Release of Information	

#### ~Line 4 - Releases Executed~

The disposition date must be within the reporting period for the release to be counted and the case must be disposed with the disposition code AFN.

#### ~Line 5 - Petitions for Confidential Intermediary~

If the case type is AB, AC, AD, AF, AG, AM, AN, AO or AY and there is an event of ACI with an event date within the reporting period, the event will be counted.

#### ~Line 6 - Requests for Release of Information~

If the case type is AB, AC, AD, AF, AG, AM, AN, AO or AY and there is an event of ADI or ADN with an event date within the reporting period, the event will be counted.

## Explanation of the Report

### Part 1: New Filings and Reopened Cases

#### Section H: Miscellaneous Family

LINE	CASE TYPE	EM	ID	NB	NC	PH	PP	PW	VP
1	Beginning Pending					*	*		*
2	New Petitions					*	*		*
3	Reopened					*	*		

#### ~Line 1 - Beginning Pending~

Cases will be counted if the disposition date is blank or after the report begin date.

#### ~Line 2 - New Filing~

Cases will be counted if the open date falls within the date range.

#### ~Line 3 - Reopened~

Cases will be counted if the reopen date falls within the reporting period.

**\* This case type is not supported by the JIS probate system. Therefore, counts are not provided.**

NB cases can be entered either on the traditional probate system or on the adoption module of the probate system.

PW cases **MUST** be entered on the parental waiver system to be counted on caseload.

## Explanation of the Report

### Part 1: New Filings and Reopened Cases

#### Section I: Ancillary Proceedings - Guardianships, Conservatorships, Admissions, Mental Commitments

LINE	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Beginning Pending							*A		*B	
2	New Petitions							*C		*D	

The ancillary field on the header screen must have an "X" in it to be counted in this section of caseload.

#### ~Line 1 - Beginning Pending~

Headers will be counted here if the header has not been disposed or has been disposed after the report begin date.

#### ~Line 2 - New Filings~

Headers will be counted here if the open date falls within the reporting period.

#### ~\*A~

An event type of OBJ or PJA with an event date before January 1st of the report year must be entered on the schedule screen to be counted.

#### ~\*B~

An event type of AFH, PFH, OBH, PCT, PCO or CHM with an event date before January 1st of the report year must be entered on the schedule screen to be counted.

#### ~\*C~

An event type of PJA or OBJ with an event date on or after the report begin date and on or before the report end date must be entered on the schedule screen to be counted.

#### ~\*D~

An event type of AFH, PFH, CHM or OBH with an event date on or after the report begin date and on or before the report end date must be entered on the schedule screen to be counted.

## Explanation of the Report

### Part 2: Method of Disposition

#### Section A: Estates and Trusts

LINE	CASE TYPE	DA	DE	DH	PE	TT	TV
1	Granted	GTD	GTD		GTD	GTD	GTD
2	Order Determining Testacy		ODT	ODT			
3	Denied	DEN	DEN	DEN	DEN	DEN	DEN
4	Transferred	TFR	TFR			TFR	TFR
5	Withdrawn/Dismissed	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS
6	Case Type Change (*A)						

LINE	Case Type	DA	DE	DH	PE
7	Administratively Closed (*B)				
8	Cases Closed (*C)				

#### ~Line 1 through Line 8 Estates and Trusts Dispositions ~

Disposition codes must be entered on the HDR - Header Screen in the disposition fields to be counted on caseload unless otherwise noted by an \*. All disposition codes are listed in the appropriate box on the graphs.

#### ~\*A~

If the case type is DE or DA and the case type change date is within the reporting period, the case will be counted as case type change.

#### ~\*B~

The close date must be within the reporting period and the close type on the HDR - Header Screen must be "A" to be counted.

#### ~\*C~

The close date must be within the reporting period and the close type on the HDR - Header Screen must not be "A" to be counted.

## Explanation of the Report

### Part 2: Method of Disposition

#### Section A: Estates and Trusts - continued

LINE	Case Type	
9	Total estate cases supervised	

#### ~Line 9 - Estates and Trusts continued~

Total cases supervised will only be reported in the fourth quarter caseload report. If the file date is between January 1st and December 31st of the report year and the case type is "DA", the case will be counted as a case supervised by the court.

**Reopened Cases** - If the reopen date is on or before December 31st of the report year and the close date is blank or after the reopen date and the case type is "DA", the case will be counted.

**Case Type Change Cases** - If the case type is NOT "DA" and the case type change date is on or after January 1st of the report year and the file date is on or before December 31st of the report year and the previous case type was "DA", this case will be counted as a case supervised by the court.

## Explanation of the Report

### Part 2: Method of Disposition

#### Section C: Civil and Other Matters

LINE	CASE TYPE	CZ
1	Jury Verdict	JUR
2	Bench Verdict	BT
3	Uncontested/Default/ Settled	UNC, DEF STL, SMD
4	Transferred	TFR
5	Dismissed by Party	DMP
6	Dismissed by Court	DMC
7	Inactive Status	INC
8	Other Disposition	OTH

LINE	CASE TYPE	ML
1	Granted	GTD
2	Denied	DEN
3	Transferred	TFR
4	Withdraw/Dismissed	WDN/DIS

#### ~Line 1 through Line 8 - Civil and Line 1 through Line 4 Other Matters Dispositions~

Cases will be counted as disposed when the disposition date falls within the date range.

Dispositions must be entered on the HDR - header screen for each case the disposition occurs on.

## Explanation of the Report

### Part 2: Method of Disposition Section D: Guardians, Admissions, etc.

LINE	CASE TYPE	CA	CY	DD	GA	GL	GM	JA *A	LG	MI *B	PO
1	Granted	GTD	GTD	GTD	GTD	GTD	GTD	GTD	GTD	GTD	GTD
2	Denied	DEN	DEN	DEN	DEN	DEN	DEN	DEN	DEN	DEN	DEN
3	Transferred	TFR	TFR	TFR	TFR	TFR	TFR	TFR	TFR	TFR	TFR
4	Withdrawn/Dismissed	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS
5	Deferred									RTD *C	
6	Case Type Change (*D)										
7	Administratively Closed (*E)										
8	Out of System (*F)										

#### ~Line 1 through Line 8 - Guardians/Admissions/Commitments Dispo~

The disposition codes listed in the above graph must be entered on the header screen for these cases to be counted on caseload with the exception of the following.

#### ~\*A~

The disposition code listed in the graph must be entered on the schedule screen for the following events PJA or OBJ.

#### ~\*B~

The disposition code listed in the graph must be entered on the schedule screen for the following events PFH, OBH, or CHM.

#### ~\*C~

The disposition code listed in the graph must be entered on the schedule screen for the following events PFH or OBH.

#### ~\*D~

On the header screen, the case type change date must be within the reporting period and there must be a valid case type "from type", the former case type will be disposed as case type change.

#### ~\*E~

On the header screen, the close date must be within the reporting period and the close type must be "A" for this case to be counted.

#### ~\*F~

On the header screen, the close date must be within the reporting period and the close type must not be "A" for this case to be counted.

## Explanation of the Report

### Part 2: Method of Disposition

#### Section D: Mentally Ill Dispositions continued

LINE	CASE TYPE	MI
9	Second Order Granted	PCO/GTD
10	Second Order Denied	PCO/DEN
11	Continuing Order Granted	PCT/GTD
12	Continuing Order Denied	PCT/DEN

#### ~Line 9 through Line 12 - Mentally Ill Dispositions continued~

Cases will be counted as disposed when the disposition date falls within the date range.

The disposition codes listed in the above graph must be entered on the schedule screen for the event codes listed.

Example: Disposition of Granted. The disposition of GTD must be entered on the schedule screen for the event type PJA. That would be listed on the graph as "PJA/GTD".

## Explanation of the Report

### Part 2: Method of Disposition (Adjudication)

#### Section G: Adoption

LINE	CASE TYPE	AB	AC	AD	AF	AG	AM	AN	AO	AY
1	Finalized	AFN	AFN	AFN	AFN	AFN	AFN	AFN	AFN	AFN
2	Withdrawn by Petitioner	WDN	WDN	WDN	WDN	WDN	WDN	WDN	WDN	WDN
3	Dismissed by Court	DMC	DMC	DMC	DMC	DMC	DMC	DMC	DMC	DMC
4	Transferred	TFR	TFR	TFR	TFR	TFR	TFR	TFR	TFR	TFR
5	Recision Granted									RCG
6	Recision Denied/With.									RCD
7	Case Type Change	TPC	TPC	TPC	TPC	TPC	TPC	TPC	TPC	TPC

#### ~Line 1 through Line 7 - Adoption Dispositions~

Cases will be counted as disposed when the disposition date falls within the date range.

Dispositions must be entered on the HDR - Header screen or the ADC - Adoption Case Screen for each child the disposition occurs on.

## Explanation of the Report

### Part 2: Method of Disposition (Adjudication)

#### Section H: Miscellaneous Family

LINE	CASE TYPE	EM	ID	NB	NC	PH	PP	PW	VP
1	Orders Issued Ex Parte		OEP	OEP		*	*		
2	Orders Issued After Hearing	OAH	OAH	OAH	OAH	*	*	OAH	*
3	Transferred	TFR	TFR	TFR	TFR	*	*	TFR	*
4	Dismissed/Denied Ex Parte		DEP	DEP		*	*		
5	Dismissed/Denied After Hearing	DAH	DAH	DAH	DAH	*	*	DAH	*
6	Dismissed by Petitioner	DMP	DMP	DMP	DMP	*	*	DMP	*
7	Orders Rescinded					*	*		
8	Orders Issued After Denial					*	*		
9	Case Type Change	TPC	TPC	TPC	TPC	*	*		*

#### ~Line 1 through Line 9 - Miscellaneous Family Dispositions~

Cases will be counted as disposed when the disposition date falls within the date range.

Dispositions must be entered on the HDR -Header screen for each disposition.

**\* NOTE: Case type not supported by JIS Juvenile System. Therefore, counts are not provided.**

## Explanation of the Report

### Part 2: Method of Disposition (Adjudication)

#### Section I: Ancillary Proceedings - Guardianships, Conservatorships, etc.

LINE	CASE TYPE	CA	CY	DD	GA	GL	GM	JA *A	LG	MI *B	PO
1	Granted	GTD	GTD	GTD	GTD	GTD	GTD	GTD	GTD	GTD	GTD
2	Denied	DEN	DEN	DEN	DEN	DEN	DEN	DEN	DEN	DEN	DEN
3	Transferred	TFR	TFR	TFR	TFR	TFR	TFR	TFR	TFR	TFR	TFR
4	Withdrawn/Dismissed	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS
5	Deferred									RTD *C	
6	Case Type Change (*D)										

#### ~Line 1 through Line 6 - Ancillary Dispositions~

Cases will be counted as disposed when the disposition date falls within the date range and the header screen ancillary field is marked with an "X". Dispositions must be entered on the HDR - Header screen for each disposition.

Please see part 2 - section D for detailed explanations of the above graph.

## Case Review List

The case Review List lists those cases which require some follow-up activity. The activities included on the report are as follows:

Inventory Due	Independent Closing Due
Annual Account Due	90 Days to DDP open 5 years
Compute Fee	Suspension Due
Compute Tax	General Review
Inventory Fee Calculation	Continued Administration

This report will show all cases for which the activity due date falls within the reporting period. The Qualification Date or Due Date is used as the base date in determining when the required activity is due. The activity due date is the base date plus any extensions granted.

If no action is taken on the cases that appear on the Case Review List, those same delinquent cases will appear on the Case Review List every 28 or 56 days thereafter until some action is taken to reinstate normal processing.

A discussion of each activity which appears on the report follows. Please note that these reports can be run separately or as one report:

### Inventory Due

The fiduciary will appear if the inventory has not been filed and the qualification date plus 56 days falls within the reporting period.

### Annual Account Due

The fiduciary will appear if the annual account is not filed within the accounting period and the anniversary date plus 56 days falls within the reporting period. The Accounting Period begins 56 days before the anniversary of the qualification date and ends 56 days after.

### Annual Reports Due

The fiduciary will appear if the annual report is not filed and the anniversary of the qualification date plus 56 days falls within the reporting period.

### Compute Fee

The case will appear if there is a recently posted inventory, since it is now ready for the calculation of gross estate fees.

### Compute Tax

The case will appear if a final account has been filed, since it is now ready for a determination of inheritance taxes.

### Independent Closing Due

The fiduciary of an Independent Estate will appear if a closing statement is filed within the reporting period.

### 90 Days to DDP Open 5 Years

The partial guardian of a Developmentally Disabled Person will appear 90 days before the 5 year anniversary of their qualification date.

**Suspension Due**

The fiduciary will appear if they have not satisfied all statutory requirements. They will continue to appear every 28 days if the action is not completed and no suspension is entered.

**General Review**

The fiduciary will appear if REV is entered in the Court Activity Key on the Party Screen and the Court Activity Date is within the reporting period. This matter will appear every 28 days until some action is taken by the court or fiduciary.

**Continued Administration**

The fiduciary of an Estate will appear if a closing statement is filed within the reporting period.

**Inventory Fee Calculation**

The fiduciary of an Estate will appear if it has been 91 days since appointment and there has not been an inventory calculation.

## Running the Report:

Enter 11 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE Case Review Report Release : 025

Report Begin Date: 0601 2003  
MMDD CCYY

Report End Date: 0615 2003  
MMDD CCYY

Enter Report Selection:   
(Leave blank for all)

01 = Inventories	07 = Certificate of Completion
02 = Inventory Fee Calculation	08 = Administrative Closing
03 = Inventory Fee Payment	09 = DDP 5 Year Review
04 = Accounts	10 = Compute Tax
05 = Guardian Reports	11 = Suspensions
06 = Notice of Continued Admin	12 = General Reviews
	13 = Inventories Filed in Period

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Civil F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

10/028

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

1. Enter the date range you want the report to run for.
2. If you only want specific information to print, enter the number of the item that you would like. If you want the entire report to print, leave the "00" in the report selection field.
3. Press <Enter>. The system will generate the report and return you to the Probate Report Selection Menu.

Following is the output from this report.

P44	OTHER COUNTY PROBATE COURT					RUN DATE : 06/05/2003		PAGE
	OTHER CTY. COMPLEX 255 CLAY					CONTACT : PROBATE REGISTER		
	OTHER MI 48446					PHONE # : (810) 667/0261		
INVENTORY DUE								
CASE NBR/TYPE PARTY								
FIDUCIARY								
QUALIFY/FF PR DUE DATE PARTY ACTION COURT ACTION INV DUE DT NOTICE DT ATTORNEY								
-----								
DATE ACTION DUE: 9/25/1991								
-----								
01-333863 CY 01 CMS /// ESTATE OF: LASTNAME,CY,								
7/30/1991 7/30/1991 9/25/1991								
DATE ACTION DUE: 8/04/1999								
-----								
01-333880 CY 01 SPF /// ESTATE OF: LASTNAME,CYSPF,								
LASTNAME,CYSPF, 6/08/1999 6/08/1999 8/04/1999 AARON								
77 ROSE LANE								
MILO MI 49898								
DATE ACTION DUE: 8/19/1999								
-----								
01-333877 CY 01 CMS /// ESTATE OF: LASTNAME,CYCMS,								
LASTNAME,CYCMS, 6/23/1999 6/23/1999 8/19/1999 AARON								
66 SIXTH								
LANSING MI 99990								

## Civil Case History Summary

This report summarizes case activity by type for the current quarter, current year-to-date and the previous year. The activity types are the event type codes entered on the schedule screen.

### Running the Report:

Enter **8** in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE      Civil Case History Summary      Release : 025

Enter Report Date MMDD CCYY  
606 2003

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
F8=Civil F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

MP b MW 06/022  
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Enter the date that you want to search and press <Enter>. The system will generate the report.

Following is the output from this report.

P44

OTHER COUNTY PROBATE COURT

OTHER CTY. COMPLEX 255 CLAY

OTHER MI 48446

RUN DATE : 06/05/2003

PAGE

CONTACT : PROBATE REGISTER

PHONE # : (810) 667/0261

ENTRIES	DESCRIPTION	CURR QTR	2003	2002	TOTAL
*****	*****	*****	*****	*****	*****
ADF	AFFIDAVIT	1	1	3	4
AFD	AFFIRM DEFEN	0	0	1	1
ANS	ANSWER FILED	0	0	1	1
BRF	BRIEF FILED	2	2	0	2
BT	BENCH TRIAL	0	0	1	1
CLO	CASE CLOSED	0	2	3	5
DFJ	DEFAULT JGMT	0	0	4	4
DSM	DISMISSED	0	0	1	1
EXP	SUMMONS EXP	8	14	22	36
FOJ	FINAL ORDER	0	0	2	2
HRG	HEARING	0	3	1	4
JGE	JUDGMENT	0	0	1	1
NOH	NOT HEARING	1	5	15	20
OTH	MISC	0	0	3	3
PSV	PROOF OF SVC	0	0	1	1
PTH	PRE-TRIAL	0	0	4	4
REF	PRE-TRIAL	0	0	24	24
SAC	SUMMONS/COMP	2	10	28	38
SET	SETTLED	0	4	5	9
SUB	SUBPOENA	0	0	2	2
TOTAL		14	41	124	165
*****	*****	*****	*****	*****	*****

## Civil Case List

This report lists all civil cases that are active within the selected time frame. There is also an option to include closed cases in the report.

### Running the Report:

Enter 9 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE Civil Case List Release : 025

Enter the Beginning date MMDD CCYY format 0501 2003

Enter the Ending date MMDD CCYY format 0531 2006

Include closed cases? ☐ Y=YES

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Civil F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b MW 22/010

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Enter the dates that you want to search and a “Y” if you want closed cases included and then press <Enter>. The system will generate the report.

Following is the output from this report.

P44				OTHER COUNTY PROBATE COURT			RUN DATE : 06/05/2003		PAGE
				OTHER CTY. COMPLEX 255 CLAY			CONTACT : PROBATE REGISTER		
				OTHER MI 48446			PHONE # : (810) 667/0261		
CASE NUMBER	CASE TYPE	REFERENCE NUMBER	REFERENCE TYPE	FILING DATE	CLOSE DATE	PLAINTIFF NAME	DEFENDANT NAME		
00100218	CZ			01/01/2001		NAME TEST	NAME TEST		
00333335	CZ	00333335	DA	01/02/2002		SAME CASE	SAME		
01001011	CZ	01123456	AT	01/01/2001		PLAINTIFF	DEFENDANT DEMO		
01001013	CZ	01333826	DA	10/16/2001		PLAINTIFF	DEFENDANT		
02001012	CZ	00018128	DA	10/12/2002		PLAINTIFF	DEFENDANT		
02001013	CZ			06/15/2001		LASTNAME	GETALONG LASTNAME		
02001014	CZ			01/05/2002		LASTNAME, PT1	JULIUS LASTNAME		
02001016	CZ			01/16/2002		LASTNAME	BLAIN LASTNAME		
02001017	CZ			01/16/2002		ROBB LASTNAME	BOBBIT LASTNAME		
02001018	CZ			01/19/2002		PAUL LASTNAME	HOWIE LASTNAME		
02001019	CZ			01/23/2002		MIKE LASTNAME	PUKE LASTNAME		
02001020	CZ			01/11/2002		JOLER LASTNAME	BAYVIEW LASTNAME		
02001021	CZ			01/07/2002		DINGO LASTNAME	LAWRENCE LASTNAME		

## Civil Case Review List

The Civil Case Review List lists those civil proceedings which require some follow-up activity. The activities included on the report are as follows:

- Non-Service Dismissal
- Default for Failure to Answer
- General Review
- Under Advisement

This report will show all cases for which the activity due date falls within the reporting period or is past due. The activity due date varies with the type of activity and is discussed below.

If no action is taken on the cases that appear on the Civil Case Review List, those cases will continue to appear on the Case Review List until some action is taken to reinstate normal processing.

A discussion of each activity which appears on the report follows:

### **Non-Service Dismissal**

A defendant will appear if they have not been served and the summons expiration date is prior to the end of the reporting period. The summons expiration date is the activity due date.

### **Default for Failure to Answer**

A defendant will appear if they have been served and have not filed an answer in the required time. The activity due date is the date of service plus 28 days.

### **General Review**

The case will appear if REV is entered on the Event Screen and the event date falls within the reporting period. The activity due date is the date for which the review was scheduled.

### **Under Advisement**

The case will appear if the case status is "U" and there are no future events scheduled as of the run date. There is no activity due date.

## **Running the Report:**

Enter 10 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE                      Civil Case Review List                      Release : 025

Enter the Beginning date MMDD CCYY format 0601 2003

Enter the Ending date MMDD CCYY format 0631 2003

Nxt Tran P RPT Type PR0 Case# 00000000                      Rec nbr

F1=Help F2=Nxt Tran F3=Exit F4=Prompt                      F6=System

F8=Civil                      F9=Name Inq.                      F14=Dkt.Inq F16=Inv.Cal

MA b MW 22/010

Connected to remote server/host OSMSOUTH using port 23                      \\SCAO\1N54QLS on Ne05:

Enter the dates that you want to search and press <Enter>. The system will generate the report.

Following is the output from this report.

P44		OTHER COUNTY PROBATE COURT		RUN DATE : 06/05/2003		PAGE
		OTHER CTY. COMPLEX 255 CLAY		CONTACT : PROBATE REGISTER		
		OTHER MI 48446		PHONE # : (810) 667/0261		
NON-SERVICE DISMISSAL						
CASE NUMBER		CASE TITLE		PARTY	ATTORNEY	DATE FILED
DATE ACTION DUE: 06/30/2003						
-----						
00654321-NI	TESTING,CB,CASELOAD	VS. TEST,CIVIL,TWO	DEF 02	CLATTERBAUGH	05/01/2000	
10000010-CZ	TESTING,CB,CASELOAD	VS. TEST,CIVIL,TWO	DEF 02	CLATTERBAUGH	09/02/2000	
10000011-CZ	TESTING,CZ,CASELOAD	VS. TEST,CIVIL,TWO	DEF 02	CLATTERBAUGH	04/01/2000	
10000012-AV	TESTING,CB,CASELOAD	VS. TEST,CIVIL,TWO	DEF 02	CLATTERBAUGH	04/01/2000	
10000013-CB	TESTING,CB,CASELOAD	VS. TEST,CIVIL,TWO	DEF 02	CLATTERBAUGH	04/01/2000	
10000014-CC	TESTING,CB,CASELOAD	VS. TEST,CIVIL,TWO	DEF 02	CLATTERBAUGH	04/01/2000	
10000015-CE	TESTING,CB,CASELOAD	VS. TEST,CIVIL,TWO	DEF 02	CLATTERBAUGH	04/01/2000	
10000016-CH	TESTING,CB,CASELOAD	VS. TEST,CIVIL,TWO	DEF 02	CLATTERBAUGH	04/01/2000	
10000018-CL	TESTING,CB,CASELOAD	VS. TEST,CIVIL,TWO	DEF 02	CLATTERBAUGH	04/01/2000	
10000019-CP	TESTING,CB,CASELOAD	VS. TEST,CIVIL,TWO	DEF 02	CLATTERBAUGH	04/01/2000	

## Closing Certs/Final Receipts

This option provides two reports.

**Closing Certificates Due** - This report lists cases in which one of the following was filed more than 30 days before the report date.

- a. CIP - Closing Statement
- b. CIS - Closing Statement, Summary Proceedings
- c. SST - Sworn Statement

**Final Vouchers and Receipts Due** - This report lists cases in which one of the following was filed more than 60 days before the report date.

- a. FAC - Final Account
- b. FWO - Final Account Minor, Waiver and Order Allowing Final Account

### Running the Report:

Enter 11 in the report selection field and press <Enter>. The system will return the following screen.

```

B
Court ID : P 44 ANGIE      Closing Cert/Final Receipts      Release : 025

Enter Report Date MMDD CCYY
                        606 2003

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr
F1=Help F2=Nxt Tran F3=Exit F4=Prompt    F6=System
F8=Civil F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

b MW 06/022
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\IN54QLS on Ne05:

```

Enter the date that you want to search then press <Enter>. The system will generate the report.

Following is the output from this report.

P44			OTHER COUNTY PROBATE COURT			RUN DATE : 06/05/2003		PAGE
			OTHER CTY. COMPLEX 255 CLAY			CONTACT : PROBATE REGISTER		
			OTHER MI 48446			PHONE # : (810) 667/0261		
CASE NUMBER	CASE/FID	FIDUCIARY	PARTY ACTION		CASE TITLE	COMMENTS		
00100026-01	DA/SPT	CONSERVATOR, ADULT,	07/14/2000	CIP	LASTNAME, SHIRLEY,			
00100194-01	DE/IPT	CONSERVATOR, ADULT,	11/01/1999	CIP	LASTNAMETESTING,			
00100205-01	DA/SPT	CONSERVATOR, ADULT,	10/02/2000	CIP	LASTNAME, ANGELA,			
00333458-08	DE/FAI	CONSERVATOR, ADULT,	09/01/2000	CIP	LASTNAME 12,,			
00333466-03	DE/FAT	CONSERVATOR, ADULT,	09/01/2000	CIP				
00333619-03	DE/SFT	CONSERVATOR, ADULT,	09/12/2000	CIP				
01333847-02	CA/CVA	CONSERVATOR, ADULT,	02/01/2000	CIP	LASTNAME, AGENT, PARTY,			
01333938-02	DE/IPI	CONSERVATOR, ADULT,	07/26/2001	SST	LASTNAME, JACK,			
02334257-01	DE/CII	CONSERVATOR, ADULT,	12/11/2001	CIS	LASTNAME, DECERT1,			
02334258-01	DE/CFI	CONSERVATOR, ADULT,	11/12/2001	CIS	LASTNAME, DECERT2,			
02334260-01	DE/CII	CONSERVATOR, ADULT,	12/17/2001	CIP	LASTNAME, DECERT4,			
91028951-02	DA/SPT	CONSERVATOR, ADULT,	08/15/2000	SST	LASTNAME, ANDREW,			

## Courtroom Worksheets and Daily Docket Info Desk

The courtroom worksheets are designed to inform court personnel of the events scheduled for a given judge on a given day. To have a case appear on the docket, the user must enter a hearing date and time on the Schedule Screen. There are three Courtroom Worksheets that will print with this report:

1. Courtroom Worksheet - This report is prepared for each judge to show which cases are scheduled for each day. There is a separate listing for each day that a judge has at least one hearing scheduled. No worksheet will print for those days with no hearings scheduled.
2. Judges Daily Docket - This report is prepared for each judge and shows cases scheduled for each day. There is a separate listing for each day that a judge has at least one hearing. Hearings are listed by time.
3. Information Desk - This report is prepared for each day. It includes cases for all judges. Matters are listed in alphabetic sequence by case name.

### Running the Report:

Enter 12 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE      Judges Two Week Docket      Release : 025

Enter Report Date MMDD CCYY  
 606 2003

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr  
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
 F8=Civil F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

MA b MW 06/022  
 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Enter the date that you want to search and press <Enter>. The system will generate the report.

Following is the output from this report.

**Courtroom Worksheets:**

P44		OTHER COUNTY PROBATE COURT		RUN DATE : 06/05/2003	PAGE
		OTHER CTY. COMPLEX 255 CLAY		CONTACT : PROBATE REGISTER	
		OTHER MI 48446		PHONE # : (810) 667/0261	
CASE NUMBER	CASE TITLE	TYPE OF HEARING	ATTORNEY	DISPOSITION	
*****	*****	*****	*****	*****	
90-028561-CA	LASTNAME, JONATHON, JR.	ORD TEST	AARDEMA		

**Daily Docket:**

P44		OTHER COUNTY PROBATE COURT	RUN DATE : 06/05/2003	PAGE
		OTHER CTY. COMPLEX 255 CLAY	CONTACT : PROBATE REGISTER	
		OTHER MI 48446	PHONE # : (810) 667/0261	
CASE NUMBER	CASE TITLE	HEARING TYPE	ATTORNEY	TIME
*****	*****	*****	*****	****
90-028561-CA	LASTNAME, JONATHON, JR.	ORD TEST	AARDEMA	10:00 A

**Information Desk:**

P44	OTHER COUNTY PROBATE COURT			RUN DATE : 06/05/2003		PAGE
	OTHER CTY. COMPLEX 255 CLAY			CONTACT : PROBATE REGISTER		
	OTHER MI 48446			PHONE # : (810) 667/0261		
CASE NUMBER	JUDGE	CASE TITLE	TYPE	ATTORNEY	TIME	
*****	*****	*****	****	*****	****	
90-028561-CA	PREISEL,CLAYTON E.,	LASTNAME, JONATHON, JR.	TEST	AARDEMA	10:00 AM	

## Daily Transaction Journal

The daily transaction journal is the audit report for probate transactions. This report provides a list of all transactions that were submitted to the probate system on a specific date. The report will be broken down into four sections:

1. Header
2. Party
3. Schedule
4. Totals

### Running the Report:

Enter 13 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE      Daily Transaction Journal      Release : 025

Enter Report Date MMDD CCYY  
0603 2003

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
F8=Civil F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

22/010  
Connected to remote server/host OSMSOUTH using port 23

Enter the date that you want to search and press <Enter>. The system will generate the report.

Following is the output from this report.

P44						OTHER COUNTY PROBATE COURT				RUN DATE : 06/05/2003			PAGE
						OTHER CTY. COMPLEX 255 CLAY				CONTACT : PROBATE REGISTER			
						OTHER MI 48446				PHONE # : (810) 667/0261			
HEADER						OTHER MI 48446				PHONE # : (810) 667/0261			
		CASE		FILING		OPTIONAL		MICRO		STATUS		SOC. SEC.	
OPERATOR	TRANS	NUMBER	JUDGE	DATE	NAME	DATE	NUMBER	TYPE	DATE	NUMBER	ATTNY		
TEST	MOD	00-333319-PE	11953	08/01/2000	TEST, PE,			O		000-00-0000	00000		
TEST	MOD	00-333319-PE	11953	08/01/2000	TEST, PE,			O		000-00-0000	00000		
TEST	MOD	00-333319-PE	11953	08/01/2000	TEST, PE,			O		000-00-0000	00000		
TEST	ADD	03-334812-ML	19081	01/01/2002	TEST, PR,			O		000-00-0000	00000		
TEST	MOD	03-334812-ML	19081	01/01/2002	TEST, PR,			A	05/01/2002	000-00-0000	00000		
TEST	MOD	90-028353-SE	19081	04/25/1990	LASTNAME, R,			C	01/17/1991	000-00-0000	18540		
TEST	MOD	90-028353-SE	19081	04/25/1990	HYATT, S,			C	01/17/1991	000-00-0000	18540		
TEST	MOD	99-000159-PE	25275	01/01/1998	SMALL, E,			O		023-45-6789	00000		
TEST	MOD	99-000159-PE	25275	01/01/1998	SMALL E,			O		023-45-6789	00000		

## **Delinquent Fiduciary Report**

This report lists all cases that have not met the statutory requirements as specified by court rule.

The following rules apply to Non-Epic related cases:

### **~Inventories~**

When the qualification date of the each individual fiduciary + 56 days falls before the date parm, and INV-Inventory party action has not been filed by any party on the case at any time, and a 28-day NOT - Notice or EXT/EX2- Extension is not pending, add to delinquent fiduciary list.

### **~Accountings~**

When the anniversary of the qualification date of each individual fiduciary on the case + 56 days falls before the report date, and ACC, FAC, FWO party action has not been filed within 56 days prior to the report date, and a 28-day NOT - Notice or EXT/EX2 - Extension is not pending, add this party to the Delinquent Fiduciary List..

### **~Reports~**

Then the anniversary of the qualification date of each individual fiduciary on the case + 56 days falls before the report date and RPT, AGW, CDP and AGM party action has not been filed within 56 days prior to the report date and a 28-day NOT - Notice or EXT/EX2 - Extension is not pending, add this party to the Delinquent Fiduciary List..

### **~Independent Case Closings~**

When the qualification date of each individual personal representative on the case + 455 days (15 months) and no RIP in the court action field and a 28 day NOT-Notice or EXT/EX2 - Extension is not pending, add to Delinquent Fiduciary List.

If RIP is found in the court action field and the court action date is less than the report date and a 28 day NOT - Notice or EXT/EX2 - Extension is not pending, add to Delinquent Fiduciary List.

### **~DDP 5 Year Expiration~**

When the anniversary of the qualification date of each individual fiduciary on the case + 1825 days (5Years) falls before the report date and a 28-day NOT -Notice or EXT/EX2 - Extension is not pending, add this party to the Delinquent Fiduciary List.

The following rules apply to EPIC related cases only:

### **~Continued Administration~**

For DE/DA case types and all party types except NPR, IRN. When the anniversary of the Original Personal Representatives qualification date + 28 days falls before the report date, and notice of continued administration documents have not been filed by any party on the case within 56 days prior to the date parm, and the 63-day court action NCE -Notice of Intent to Close is not pending, add to delinquent fiduciary list.

Party Actions that will satisfy the Continued Administration Documents are as follows:

- a. NCD - Notice of Continued Administration

- b. SST - Sworn Statement
- c. PCS - Petition for complete estate settlement
- d. PAC - Petition for adjudication of testacy and complete estate settlement
- e. PSO - Petition for settlement order

### **~Inventory Fee Calculation Due~**

For DE/DA case types and all party types except, NPR, IRN, and "special" pr types (include SPF however). When the qualification date of the First Full Personal Representative + 91 days falls before the report date and Inventory Calculation has not been met by any party on the case, and a 28-day NOT - Notice or EXT/EX2 - Extension is not pending, add to delinquent fiduciary list.

Party Actions that will satisfy the Inventory Calculation are as follows:

- a. IFC - Inventory Fee Calculation
- b. INV - Inventory
- c. IFP - Inventory Fee Paid

### **~Inventory Fee Payment Due~**

For DE/DA case types and all party types except NPR, IRN, and "special" pr types (include SPF however). When the qualification date of the First Full Personal Representative + 365 days falls before the date parm, and IFP - Inventory Fee Paid party action has not been filed by any party on the case at any time, and a 28-day NOT-Notice or EXT/EX2 - Extension is not pending, add to delinquent fiduciary list.

### **~Inventory Filed~**

For DA case type and all party types except "special" pr types (include SPF, however). When the qualification date of the First Full Personal Representative + 91 days falls before the date parm, and INV-Inventory party action has not been filed by any party on the case at any time, and a 28-day NOT - Notice or EXT/EX2- Extension is not pending, add to delinquent fiduciary list.

### **~Accounting~**

For DA case type and all party types. When the anniversary of the qualification date of each individual party on the case + 56 days falls before the date parm, and ACC, FAC, FWO party action has not been filed within 56 days prior to the date parm, and a 28-day NOT - Notice or EXT/EX2 - Extension is not pending, add this party to the Delinquent Fiduciary List.

### **Running the Report:**

Enter 14 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE      Delinquent Fiduciary List      Release : 025

Enter Report Date:      606 2003  
MMDD CCYY

Create Non-Compliance Report (Y/N): Y

NOTE: ENTER Y TO CREATE THE SEMIANNUAL REPORT WHEN RUNNING FOR  
DECEMBER, JANUARY, JUNE, JULY. ENTER N ALL OTHER MONTHS.  
-----

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
F8=Civil F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b MW A 22/010  
Connected to remote server/host OSMSOUTH using port 23      \\SCAO\IN54QLS on Ne05:

Enter the date that you want to search and a “Y” if you want the non-compliance report to print and press <Enter>. The system will generate the report.

Following is the output from this report.

P44			OTHER COUNTY PROBATE COURT			RUN DATE : 06/05/2003		PAGE
			OTHER CTY. COMPLEX 255 CLAY			CONTACT : PROBATE REGISTER		
			OTHER MI 48446			PHONE # : (810) 667/0261		
CASE TYPE =DA			STATUS = O					
CASE NUMBER	HEADER NAME		FILE DATE	PARTY NUMBER	QUAL DATE	FIDUCIARY NAME		
00003679	LASTNAME	ABRAM	1/01/1908	01	1/01/1998	SMITH LASTNAME		
00003679	LASTNAME	ABRAM	1/01/1908	02	1/01/1998	TEST LASTNAME		
00003848	LASTNAME	ABIGA	1/01/1910	01	3/21/1999	DENT LASTNAME		
00016719	LASTNAME	WOSEi	4/19/1950	01	3/22/1999	HANT LASTNAME		
00016755	LASTNAME	VACIL	6/06/1950					
00022349	LASTNAME	BERNA	6/26/1970	01	5/05/1998	TESTING LASTNAME		
00025179	LASTNAME	MAE V	6/16/1980	01	6/01/1984	FRANK A. LASTNAME		
00025179	LASTNAME	MAE V	6/16/1980	02	6/10/1980	RICHARD J. LASTNAME		
00025179	LASTNAME	MAE V	6/16/1980	03	5/22/1985	LASTNAME		

## Non-Compliance Report

This report is run in July and January and it is to be sent to your Regional Administrator. This report will list by judge, all cases that have not satisfied the statutory requirements for reporting as required by court rule. A separate list is provided for each judge.

The following special conditions apply to the Non-Compliance Report:

1. Continued Administration

These will be added to the Delinquent Case Closings report. The number of days delinquent will be based on the last anniversary date of the original pr (not the last NCD filing date, if any).

2. Inventory Fee Calculation

These will be added to the Other Non Compliance Report and under the "explanation" column say Inventory Fee Calculation Due.

3. Inventory Fee Payment

These will be added to the Other Non Compliance Report and under the "explanation" column say Inventory Fee Payment Due.

This report will print a page for each of the following:

1. Delinquent Inventories
2. Delinquent Accounts
3. Delinquent Reports
4. Delinquent Case Closings
5. Delinquent Independent Case Closings
6. Other Non-Compliance

## Running the Report:

Please see the instructions for running the Delinquent Fiduciary List.

Following are examples of the Non-Compliance reports.

**Delinquent Inventories:**

P44	OTHER COUNTY PROBATE COURT					RUN DATE : 06/05/2003		PAGE	
	OTHER CTY. COMPLEX 255 CLAY					CONTACT : PROBATE REGISTER			
	OTHER MI 48446					PHONE # : (810) 667/0261			
LIST ALL ESTATE FILES UNDER SUPERVISED ADMINISTRATION IN WHICH THE PERSONAL REPRESENTATIVE HAS NOT FILED AN INVENTORY OF THE ESTATE WITHIN 91 DAYS AFTER THE LETTERS OF AUTHORITY WERE ISSUED AND WHERE THE INVENTORY REMAINS UNFILED AT THE TIME OF THIS REPORT. LIST ALL GUARDIANSHIP AND CONSERVATORSHIP FILES IN WHICH THE FIDUCIARY HAS NOT FILED AN INVENTORY OF THE ESTATE WITHIN 56 DAYS AFTER THE LETTERS OF AUTHORITY WERE ISSUED OR AS OTHERWISE ORDERED BY THE COURT AND WHERE THE INVENTORY REMAINS UNFILED AT THE TIME OF THIS REPORT.									
DELINQUENT INVENTORIES									
CASE NAME		PARTY		FRST FULL/		LATEST FIDUCIARY		LATEST COURT DAYS OF FOLLOW-UP	
ACTIO									
CASE NUMBER		TYPE FIDUCIARY NAME		FID QUAL		DATE KEY		DATE KEY NON-COMPLIANCE OR EXPLANATION	
-----									
HANZEK, JOSEPH,									
0001671901-DA		SPT LASTNAME, HANT,		03/22/1999		01/12/2001 NCD		1446	
LASTNAME, BERNARD, V, SR									
0002234901-DA		SPT LASTNAME, TESTING,		05/05/1998		01/03/2000 ACC		1767	
TESTER, SETODA, DATBEFORAPR									
0010001901-DA		SPT LASTNAME, SETODA, PTYONE		03/02/2000				1100	

**Delinquent Accounts:**

P44		OTHER COUNTY PROBATE COURT				RUN DATE : 06/05/2003		PAGE	
		OTHER CTY. COMPLEX 255 CLAY				CONTACT : PROBATE REGISTER			
		OTHER MI 48446				PHONE # : (810) 667/0261			
LIST ALL ESTATE FILES UNDER SUPERVISED ADMINISTRATION IN WHICH AN ACCOUNTING HAS NOT BEEN FILED BY THE PERSONAL REPRESENTATIVE WITHIN 56 DAYS AFTER THE CLOSE OF THE ACCOUNTING PERIOD. LIST ALL GUARDIANSHIP AND CONSERVATORSHIP FILES IN WHICH A REQUIRED ACCOUNTING HAS NOT BEEN FILED BY THE FIDUCIARY WITHIN 56 DAYS AFTER THE CLOSE OF THE ACCOUNTING PERIOD OR AFTER THE DATE OF DEATH OF THE WARD.									
DELINQUENT ACCOUNTS									
CASE NAME		PARTY		ANNIVERSARY		LATEST FIDUCIARY		LATEST COURT DAYS OF FOLLOW-UP	
ACTIO									
CASE NUMBER		TYPE FIDUCIARY NAME		ACCT. DATE		DATE KEY		DATE KEY NON-COMPLIANCE OR EXPLANATION	
-----									
TESTER, SE, OLDPTY									
0033353302-DA		SST TESTER, SE, AGT		01/01/1999				100	
TESTER, SE, OCTOBER									
0033355501-DA		SPT TESTER, DA, OCTOBER		10/05/1999		09/25/2000 ACC		188	
TESTER, SE, OCTOBER									
0033355502-DA		SSI TESTER, DA, OCTOBER		10/20/1999				173	
TESTER, SE, OCTOBER									
0033355503-DA		SPF TESTER, DA, SPF		10/05/1999				188	
TESTER, SETODA, MAILERS									
0033359801-DA		SPT TESTER, SPT, CONTADMUE		00/00/0000				278	

**Delinquent Reports:**

P44			OTHER COUNTY PROBATE COURT				RUN DATE : 06/05/2003		PAGE
			OTHER CTY. COMPLEX 255 CLAY				CONTACT : PROBATE REGISTER		
			OTHER MI 48446				PHONE # : (810) 667/0261		
LIST ALL ESTATE FILES IN WHICH EXCEPT IN INDEPENDENT PROBATE PROCEEDINGS, THERE EXISTS AT THE TIME OF THIS REPORT A PERIOD OF 14 MONTHS FOR WHICH NO REPORT HAS BEEN FILED BY THE FIDUCIARY AS REQUIRED BY MCR 5.409.									
DELINQUENT REPORTS									
CASE NAME		PARTY	ANNIVERSARY		LATEST FIDUCIARY	LATEST	COURT	DAYS OF	FOLLOW-UP
ACTIO									
CASE NUMBER	TYPE	FIDUCIARY NAME	ACCT. DATE	DATE	KEY	DATE	KEY	NON-COMPLIANCE	OR EXPLANATION
-----									
ROMINE, JONATHON, PAUL									
0002209201-DD	ADP	LASTNAME, JOHN, LAVERNE	01/09/1985	12/21/1995	CDP	03/11/1993	NOT	2648	
GUARDIAN, PERSON, AND ESTATE									
0002248001-GA	GDA	TEST, TEST,	08/15/1999					969	
WHITCOMB, DONNA									
0002298203-GA	GDA	LASTNAME, LAURA K.	11/01/1990	12/20/1995	AGW	12/30/1993	NOT	2352	
WHITCOMB, LEILA									
0002298303-GA	GDA	LASTNAME, LAURA, K.	11/01/1990	12/20/1995	AGW	12/30/1993	NOT	2352	
LEACH, JOYCE CAROLYN									
0002396702-DD	ADP	LASTNAME, ISABEL, K	11/19/1986	10/16/1995	CDP	01/19/1995	NOT	2699	
SMITH, HERBERT F.									
0002411301-DD	ADP	DORIS LASTNAME	08/10/1984	08/02/1996	CDP	10/12/1989	NOT	2069	

**Delinquent Case Closings:**

P44	OTHER COUNTY PROBATE COURT				RUN DATE : 06/05/2003		PAGE	
	OTHER CTY. COMPLEX 255 CLAY				CONTACT : PROBATE REGISTER			
	OTHER MI 48446				PHONE # : (810) 667/0261			
DELINQUENT CASE CLOSINGS								
LIST ALL ESTATE CASES IN WHICH 28 DAYS HAVE ELAPSED SINCE THE ANNIVERSARY OF THE ORIGINAL APPOINTMENT OF A PERSONAL REPRESENTATIVE AND EITHER OF THE FOLLOWING HAS NOT BEEN FILED: 1) A PETITION FOR AN ORDER OF COMPLETE ESTATE SETTLEMENT UNDER MCL700.3952;								
2) A PETITION FOR A SETTLEMENT ORDER UNDER MCL700.3953; 3) A SWORN STATEMENT UNDER MCL700.3954; OR 4) A DETAILED STATEMENT OF THE ESTATE'S CONTINUING PENDENCY AND REASONS FOR THE DELAY IN ITS CLOSING AND DISTRIBUTION.								
CASE NAME	PARTY	PERSONAL	ORIGINAL PR	LATEST FIDUCIARY	LATEST	COURT	DAYS OF	FOLLOW-UP ACTIO
CASE NUMBER	TYPE	REPRESENTATIVE NAME	APPOINTMENT	DATE	KEY	DATE	KEY	NON-COMPLIANCE OR EXPLANATION
-----								
LASTNAME, JOSEPH,								
0001671901-DA	SPT	LASTNAME, HANT,	03/22/1999	01/12/2001	NCD		48	
LASTNAME, ALICE, ELIZA								
0001924801-DE	SPF	LASTNAME, ALICE,	04/01/1999	05/01/1999	INV		38	
LASTNAME, BERNARD, V, SR								
0002234901-DA	SPT	TESTING, TESTING,	05/05/1998	01/03/2000	ACC		4	
LASTNAME, BRUNO A,								
0002628801-DE	IPI	FRANCES G.LASTNAME	11/23/1983				167	
TESTER, EPIC, CASETYPE								
0004060001-DE	CFT	TESTER, EPIC, PARTYONE	04/01/2000	04/30/2000	INV	05/17/2000	NOT	38

**Delinquent Independent Case Closings:**

P44	OTHER COUNTY PROBATE COURT					RUN DATE : 06/05/2003		PAGE
	OTHER CTY. COMPLEX 255 CLAY					CONTACT : PROBATE REGISTER		
	OTHER MI 48446					PHONE # : (810) 667/0261		
LIST ALL ESTATE FILES IN WHICH EXCEPT IN INDEPENDENT PROBATE PROCEEDINGS, THERE EXISTS AT THE TIME OF THIS REPORT A PERIOD OF 14 MONTHS FOR WHICH NO REPORT HAS BEEN FILED BY THE FIDUCIARY AS REQUIRED BY MCR 5.409.								
DELINQUENT REPORTS								
CASE NAME	PARTY		ANNIVERSARY	LATEST FIDUCIARY	LATEST	COURT	DAYS OF	FOLLOW-UP ACTIO
CASE NUMBER	TYPE	FIDUCIARY NAME	ACCT. DATE	DATE	KEY	DATE	KEY	NON-COMPLIANCE OR EXPLANATION
-----								
LASTNAME, JONATHON, PAUL								
0002209201-DD	ADP	LASTNAME, JOHN, LAVERNE	01/09/1985	12/21/1995	CDP	03/11/1993	NOT	2648
GUARDIAN, PERSON, AND ESTATE								
0002248001-GA	GDA	TEST, TEST,	08/15/1999					969
LASTNAME, DONNA								
0002298203-GA	GDA	LASTNAME, LAURA K.	11/01/1990	12/20/1995	AGW	12/30/1993	NOT	2352
LASTNAME, LEILA								
0002298303-GA	GDA	LASTNAME, LAURA, K.	11/01/1990	12/20/1995	AGW	12/30/1993	NOT	2352
LASTNAME JOYCE CAROLYN								
0002396702-DD	ADP	LASTNAME, ISABEL, K	11/19/1986	10/16/1995	CDP	01/19/1995	NOT	2699
LASTNAME HERBERT F.								

**Other Non-Compliance:**

P44	OTHER COUNTY PROBATE COURT						RUN DATE : 06/05/2003		PAGE
	OTHER CTY. COMPLEX 255 CLAY						CONTACT : PROBATE REGISTER		
	OTHER MI 48446						PHONE # : (810) 667/0261		
OTHER NON-COMPLIANCE									
LIST ALL CASES IN WHICH THERE HAS BEEN ANY INSTANCE OF OTHER NONCOMPLIANCE WITH THE REQUIREMENTS OF MICHIGAN COURT RULES OR MICHIGAN COMPILED LAWS WHICH REMAIN UNCORRECTED AT THE TIME OF THIS REPORT.									
CASE NAME	PARTY		ACCT DT OR	LATEST FIDUCIARY	LATEST	COURT	DAYS OF	FOLLOW-UP ACTIO	
CASE NUMBER	TYPE	FIDUCIARY NAME	FF PR QUAL	DATE	KEY	DATE	KEY	NON-COMPLIANCE	OR EXPLANATION
-----									
LASTNAME,JOSEPH,									
0001671901-DA	SPT	LASTNAME,HANT,	03/22/1999	01/12/2001	NCD		1446	INV FEE CALC	
D									
LASTNAME,JOSEPH,									
0001671901-DA	SPT	LASTNAME,HANT,	03/22/1999	01/12/2001	NCD		1172	INV FEE PMT	
DU									
LASTNAME,ALICE,ELIZA									
0001924801-DE	SPF	LASTNAME,ALICE,	04/01/1999	05/01/1999	INV		1162	INV FEE PMT	
DU									
LASTNAME,BERNARD,V,SR									
0002234901-DA	SPT	LASTNAME,TESTING,	05/05/1998	01/03/2000	ACC		1767	INV FEE CALC	
D									
LASTNAME,BERNARD,V,SR									
0002234901-DA	SPT	LASTNAME,TESTING,	05/05/1998	01/03/2000	ACC		1493	INV FEE PMT	
DU									
LASTNAME,BRUNO A,									
0002628801-DE	IPI	FRANCES G. LASTNAME	11/23/1983				7044	INV FEE CALC	
D									

## Disposition Status Report

The Disposition Status Report lists all probate and civil cases that have not been disposed as of the date supplied and require a disposition. If no date is entered, then all cases that have not been disposed will be shown. The header will be checked for the disposition on all cases except as follows:

MI - The events of AFH, PFH, OBH, PCT, PCO, CHM will be checked to see if the disposition has been entered. If not, the case will appear on the report.

JA - The events of PJA or OBJ will be checked to see if the disposition has been entered. If not, the case will appear on the report.

ML - The case will be checked to see if it is applicable for caseload counting before checking the header information.

Listed on the report is the age of the pending disposition, if an event triggered the disposition the event type and date will also be listed.

### Running the Report:

Enter 15 in the report selection field and press <Enter>. The system will return the following screen.

Undisposed Matters

Ending date      0603 2003  
MMDD CCYY

Leave blank for All Undisposed Matters

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Civil F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

22/010

Connected to remote server/host OSMSOUTH using port 23

Enter the dates that you want to search and press <Enter>. The system will generate the report.

Following is the output from this report.

P44	OTHER COUNTY PROBATE COURT					RUN DATE : 06/05/2003		PAGE
	OTHER CTY. COMPLEX 255 CLAY					CONTACT : PROBATE REGISTER		
	OTHER MI 48446					PHONE # : (810) 667/0261		
CASE #	TYPE	NAME	FLE/EVT DT	AGE	DISPO	DISPO DATE	EVT#	EV TYP
00003679	DA	LASTNAME, ABRAM,	01/01/2003	153	GTD	12/31/2001		
00009135	DD	LASTNAME, HARRY,	07/15/2002	323	GTD	12/31/2001		
00011793	DA	LASTNAME, ELI,	08/17/1936	24396		00/00/0000		
00014617	ML	LASTNAME RECOR,	12/08/1942	22092		00/00/0000	7	BIR
00016207	DE	LASTNAME, CHA,	05/20/1948	20102		00/00/0000		
00016755	DA	LASTNAME, VA,	01/01/2002	518		00/00/0000		
00018281	DE	LASTNAME	08/06/1955	17468		00/00/0000		
00018361	TV	LASTNAME, GL,	11/23/1955	17359		00/00/0000		
00025816	PO	LASTNAME, CAR,	06/26/1982	7647		00/00/0000		
00026352	DA	LASTNAME, SAR,	02/01/2002	487		00/00/0000		
00026562	NC	LASTNAME, MA,	05/24/1984	6949		00/00/0000		
00100011	NC	TESTING, NAM,	04/18/2000	1141		00/00/0000		
00100015	MI	LASTNAME, IL,	09/19/2001	622		00/00/0000	10	OBH

## Guardian Review List

This report lists guardianship cases that are due for a review or past due for either a one year or a three year review. The review date is based on the last review date if there is one. If there is no last review date, this date is based on the qualification date of the party.

A case is due for a review one year after the qualification date of the party. Once the review has been done, the next review is due three years after the previous review. Once the case is on a three year review schedule, the review will always be due in three years. Even if a successor has been appointed and the previous fiduciary discharged. If the case is not reviewed when it is due, the case will appear on the past due for review list until the review is completed.

To satisfy the review requirement, enter RRG (Report on Review of Guardianship) on the Guardianship Review Type and the date that it was filed.

This report also produces a list of all active guardians.

### Running the Report:

Enter 16 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : P 44 ANGIE      Guardian Review List      Release : 025

Enter Run Month & Year  MM CCYY
                        05 2003

Enter "X" to Select Reports
  GUARDIAN Review List  X
  Active Guardian Case List  X

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Civil F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

b MW 07/031
Connected to remote server/host OSMSOUTH using port 23
  
```

Enter the date selection and if you want both the guardian review list and the active guardian case list then press <Enter>. The system will generate the report.

Following is the output from this report.

**Guardianships Due for a Review:**

P44	OTHER COUNTY PROBATE COURT			RUN DATE : 06/05/2003		PAGE
	OTHER CTY. COMPLEX 255 CLAY			CONTACT : PROBATE REGISTER		
	OTHER MI 48446			PHONE # : (810) 667/0261		
THE FOLLOWING GUARDIANSHIPS ARE DUE A FOR REVIEW DURING THE MONTH OF : JANUARY 2003						
CASE NUMBER/TYPE	PTY TYPE	CASE TITLE	QUAL/BOND/DATE	LAST REVIEW (RRG)		
0233412501-GA	GDA	LASTNAME,MICK,	1/14/2002			

**Guardianships Past Due for a Review:**

P44	OTHER COUNTY PROBATE COURT			RUN DATE : 06/05/2003	PAGE
	OTHER CTY. COMPLEX 255 CLAY			CONTACT : PROBATE REGISTER	
	OTHER MI 48446			PHONE # : (810) 667/0261	
THE FOLLOWING GUARDIANSHIPS ARE PAST DUE FOR REVIEW					
CASE NUMBER/TYPE	PTY TYPE	CASE TITLE	QUAL/BOND/DATE	LAST REVIEW (RRG)	
0133388301-GA	SPF	LASTNAME,GASPF,	6/03/1998		
0133388401-GA	SGA	LASTNAME,GASGA,	6/08/1999		

## Lack of Progress Report

The lack of progress report is a list of cases that have not been closed, have had no activity for at least 91 days and no next action has been scheduled. General reviews (REV) are not considered valid next actions.

### Running the Report:

Enter 17 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : P 44 ANGIE      Lack of Progress Report      Release : 025

Enter Report Date MMDD CCYY
                        606 2003

Today's Date Will Be Used if LeftBlank

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Civil F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b MW 06/022
Connected to remote server/host OSMSOUTH using port 23
SCAO\IN54QLS on Ne05:
```

Enter the date that you want to search and press <Enter>. The system will generate the report.

Following is the output from this report.

P44		OTHER COUNTY PROBATE COURT		RUN DATE : 06/05/2003		PAGE
		OTHER CTY. COMPLEX 255 CLAY		CONTACT : PROBATE REGISTER		
		OTHER MI 48446		PHONE # : (810) 667/0261		
CASE NUMBER	CASE TITLE	PARTY	ATTORNEY	LAST ACTION		
00654321-NI	TEST, CIVIL,	PLA	CLATTERBAUGH	01/01/2001	DEFAULT JUDGMENT	
	VS. TEST, CIVIL, TWO	DEF	CLATTERBAUGH			
10000010-CZ	LASTNAME, CARL, W TRUST,	PLA	ZALESKI, CURT	12/02/2000	EXPIRATION OF SUMMONS	
	VS. LASTNAME, KRIS,	DEF	ZALESKI, CURT			
10000011-CZ	LASTNAME, CZ, CASELOAD	PLA	ZALESKI, CURT	07/01/2000	EXPIRATION OF SUMMONS	
	VS. LASTNAME, QUINTEN,	DEF	ZALESKI, CURT			
10000012-AV	LASTNAME, AV, CASELOAD	PLA	ZALESKI, CURT	07/01/2000	EXPIRATION OF SUMMONS	
	VS. AV, CASELOAD,	DEF	ZALESKI, CURT			
10000013-CB	TESTING, CB, CASELOAD	PLA	ZALESKI, CURT	07/01/2000	EXPIRATION OF SUMMONS	
	VS. CB, CASELOAD,	DEF	ZALESKI, CURT			
10000014-CC	TEST, CC,	PLA	ZALESKI, CURT	07/01/2000	EXPIRATION OF SUMMONS	
	VS. TEST, CC, II	DEF	ZALESKI, CURT			
10000015-CE	CE, ,	PLA	ZALESKI, CURT	07/01/2000	EXPIRATION OF SUMMONS	

## Mailers

Mailers are used to generate notices and delinquency notices to parties that have not complied. This should be run every week. Special notice should be given to the dates that are being ran, no days should be missed when running mailers. If the report misses a day, there are cases that will slip through. The best system to run this report is to run it every week on the same day.

The following mailer types will be generated by the system.

1. Notice of Duties
2. Notice to Independent Personal Representative
3. Notice of Deficiency
4. Suspension Notices
5. Notice of Intent to Close
6. Memorandum of Administrative Closing

Mailers will generate the following spool files that you can print or delete.

1. Mailer Form
2. Mailer Letter
3. File Copy

NOTE: The complete address is required for mailers. If the address on the party screen is not complete, a mailer will not generate.

NOTE: "NOC - Notice Requested" court action can be used to generate any mailer by entering in the NOC and the date that you are requesting the mailer to print. When the court action date falls within the start and end date paramaters of the Mailers program, the NOC mailer will print. For DE and DA cases, all mailers will print when NOC is entered in the court action.

### Running the Report:

Enter 18 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE      Mailer/Notice Generation      Release : 025

Enter Starting Report Date MMDD CCYY (AUTO - 7 DAYS)  
531 2003

Enter Ending Report Date MMDD CCYY (CURRENT DATE)  
606 2003  
Dates are inclusive

Print Notice of Duties? Y (Y=Yes, N=No)

Print Mailer Labels? Y (Y=Yes, N=No)

Enter Report Selection (Enter Y to select) Y ALL or

Inventory Due	Order Suspending Powers of Fiduciary
Account Due	Notice of Intent to Close Estate (EPIC)
Report on Condition of Ward	Inventory Fee Calculation Due
Testamentary Trust Closing	Inventory Fee Payment Due
Expiration of Appointment of Guardian of DDP	Memorandum of Administrative Closing

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Civil F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

MA b MW 06/031

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

1. Enter the date range that you want the system to print mailers for.

NOTE: Make sure that your START date is the day after you last ran this report.  
Example: If you last ran mailers from 11/1/2000 through 11/7/2000, your start date should be 11/8/2000.

2.

Enter an "N" if you do NOT want the Notice of Duties to print.

3. Enter a "N" if you do NOT want mailer labels to print.
4. If you only want specific mailers to print, enter a "Y" before the mailers that you are selecting. If you want ALL mailers to print, leave the "Y" in front of all.
5. Press <Enter>. The system will generate the report.

Following is the output from this report.

**Notice of Duties:**

A notice of duties will be generated if the party qualification date falls within the start and end date parameters of the report. The following case types will have a notice of duties generated for them.

1. Notice of Duties for Personal Representative
2. Notice of Duties for Conservator
3. Notice of Duties for Guardianship
4. Notice of Duties for Developmentally Disabled Individual

These mailers will only print on 8 ½ X 11 paper. They will NOT print on the mailer form. Following are examples of all Notice of Duties mailers.

**Notice of Duties for Personal Representative - Page 1**

P44 OTHER COUNTY PROBATE COURT PAGE: 1

OTHER CTY. COMPLEX 255 CLAY ST.

OTHER MI 48446

NOTICE OF DUTIES FOR PERSONAL REPRESENTATIVE

LASTNAME, FIRST, IPT  
515 N. MAIN  
ANY TOWN MI 48817

ESTATE OF NEWMAILERS,KAY, . FILE NO. 00-100042-01-DE

THE FOLLOWING PROVISIONS ARE MANDATORY REPORTING DUTIES SPECIFIED IN MICHIGAN LAW AND MICHIGAN COURT RULES AND ARE NOT THE ONLY DUTIES REQUIRED OF YOU. SEE MCL 700.3701 THROUGH MCL 700.3722 FOR OTHER DUTIES. YOUR FAILURE TO COMPLY MAY RESULT IN THE COURT SUSPENDING YOUR POWERS AND APPOINTING A SPECIAL FIDUCIARY IN YOUR PLACE. IT MAY ALSO RESULT IN YOUR REMOVAL AS FIDUCIARY.

DUTIES FOR SUPERVISED ADMINISTRATION

YOU ARE REQUIRED TO PREPARE AND FILE WITH THIS COURT THE FOLLOWING WRITTEN REPORTS.

INVENTORY: YOU ARE REQUIRED TO FILE WITH THE PROBATE COURT AN INVENTORY OF THE ASSETS OF THE ESTATE WITHIN 91 DAYS OF THE DATE YOUR LETTERS OF AUTHORITY ARE ISSUED OR AS ORDERED BY THE COURT. YOU MUST SEND A COPY OF THE INVENTORY TO ALL PRESUMPTIVE DISTRIBUTEES AND ALL OTHER INTERESTED PERSONS WHO REQUEST IT. THE INVENTORY MUST LIST IN REASONABLE DETAIL ALL THE PROPERTY OWNED BY THE DECEDENT AT THE TIME OF DEATH. EACH LISTED ITEM MUST INDICATE THE FAIR MARKET VALUE AT THE TIME OF THE DECEDENT'S DEATH AND THE TYPE AND AMOUNT OF ANY ENCUMBRANCE. IF THE VALUE OF ANY ITEM HAS BEEN OBTAINED THROUGH AN APPRAISER, THE INVENTORY SHOULD INCLUDE THE APPRAISER'S NAME AND ADDRESS WITH THE ITEM OR ITEMS APPRAISED BY THAT APPRAISER. {MCL 700.3706; MSA 27.13706, MCR 5.310(E)}

ACCOUNTS: YOU ARE REQUIRED TO FILE WITH THIS COURT ONCE A YEAR, EITHER ON THE ANNIVERSARY DATE YOUR LETTERS OF AUTHORITY WERE ISSUED OR ON ANOTHER DATE YOU CHOOSE (YOU MUST NOTIFY THE COURT OF THIS DATE) OR MORE OFTEN IF THE COURT DIRECTS, A COMPLETE ITEMIZED ACCOUNTING OF YOUR ADMINISTRATION OF THE ESTATE. THIS ITEMIZED ACCOUNTING MUST SHOW IN DETAIL ALL INCOME AND DISBURSEMENTS AND THE REMAINING PROPERTY, TOGETHER WITH THE FORM OF THE PROPERTY. SUBSEQUENT ANNUAL AND FINAL ACCOUNTINGS MUST BE FILED WITHIN 56 DAYS FOLLOWING THE CLOSE OF THE ACCOUNTING PERIOD. WHEN THE ESTATE IS READY FOR CLOSING, YOU ARE ALSO REQUIRED TO FILE A FINAL ACCOUNT WITH A DESCRIPTION OF PROPERTY REMAINING IN THE ESTATE. ALL ACCOUNTS MUST BE SERVED ON THE REQUIRED PERSONS AT THE SAME TIME THEY ARE FILED WITH THE COURT, ALONG WITH PROOF OF SERVICE.

OTHER COUNTY PROBATE COURT MCR 5.202  
(810) 667/0261  
DATE 09/29/2000

**Notice of Duties for Personal Representative - Page 2**

ESTATE OF LASTNAME ,KAY, . FILE NO. 00-100042-01-DE

PAGE: 2

CONTINUED ADMINISTRATION: IF THE ESTATE IS NOT SETTLED WITHIN 1 YEAR, AFTER YOUR ORIGINAL APPOINTMENT, YOU MUST FILE WITH THE COURT AND SEND TO EACH INTERESTED PERSON A NOTICE THAT THE ESTATE REMAINS UNDER ADMINISTRATION, SPECIFYING THE REASONS FOR THE CONTINUED ADMINISTRATION. YOU MUST GIVE THIS NOTICE WITHIN 28 DAYS OF THE FIRST ANNIVERSARY OF YOUR APPOINTMENT AND ALL SUBSEQUENT ANNIVERSARIES DURING WHICH THE ADMINISTRATION REMAINS UNCOMPLETED. IF SUCH A NOTICE IS NOT RECEIVED, AN INTERESTED PERSON MAY PETITION THE COURT FOR A HEARING ON THE NECESSITY FOR CONTINUED ADMINISTRATION OR FOR CLOSURE OF THE ESTATE.

{MCL 700.3703(4); MSA 27.13703(4), MCL 700.3951(3) MSA 27.1395(3), MCR 5.144, MCR 5.310}

ESTATE (OR INHERITANCE) TAX INFORMATION: YOU ARE REQUIRED TO SUBMIT TO THE COURT PROOF THAT NO ESTATE (OR INHERITANCE) TAXES ARE DUE OR THAT THE ESTATE (OR INHERITANCE) TAXES HAVE BEEN PAID. NOTE: THE ESTATE MAY BE SUBJECT TO INHERITANCE TAX.

CHANGE OF ADDRESS: YOU ARE REQUIRED TO INFORM THE COURT AND ALL INTERESTED PERSONS OF ANY CHANGE IN YOUR ADDRESS WITHIN 7 DAYS OF THE CHANGE.

**DUTIES FOR UNSUPERVISED ADMINISTRATION**

YOU ARE REQUIRED TO PREPARE AND PROVIDE TO ALL INTERESTED PERSONS THE FOLLOWING WRITTEN REPORTS.

INVENTORY: YOU ARE REQUIRED TO PREPARE AN INVENTORY OF THE ASSETS OF THE ESTATE WITHIN 91 DAYS FROM THE DATE YOUR LETTERS OF AUTHORITY ARE ISSUED AND TO SEND A COPY OF THE INVENTORY TO ALL PRESUMPTIVE DISTRIBUTEES AND ALL OTHER INTERESTED PERSONS WHO REQUEST IT. YOU ARE ALSO REQUIRED WITHIN 91 DAYS FROM THE DATE YOUR LETTERS OF AUTHORITY ARE ISSUED, TO FILE WITH THE COURT THE INFORMATION NECESSARY TO CALCULATE THE PROBATE INVENTORY FEE THAT YOU MUST PAY TO THE PROBATE COURT. YOU MAY USE THE ORIGINAL INVENTORY FOR THIS PURPOSE. {MCL 700.3706; MSA 27.13706, MCR 5.307}

CONTINUED ADMINISTRATION: IF THE ESTATE IS NOT SETTLED WITHIN 1 YEAR AFTER YOUR ORIGINAL APPOINTMENT, YOU MUST FILE WITH THE COURT AND SEND TO EACH INTERESTED PERSON A NOTICE THAT THE ESTATE REMAINS UNDER ADMINISTRATION, SPECIFYING THE REASONS FOR THE CONTINUED ADMINISTRATION. YOU MUST GIVE THIS NOTICE WITHIN 28 DAYS OF THE FIRST ANNIVERSARY OF YOUR APPOINTMENT AND ALL SUBSEQUENT ANNIVERSARIES DURING WHICH THE ADMINISTRATION REMAINS UNCOMPLETED. IF SUCH A NOTICE IS NOT RECEIVED, AN INTERESTED PERSON MAY PETITION THE COURT FOR A HEARING ON THE NECESSITY FOR CONTINUED ADMINISTRATION OR FOR CLOSURE OF THE ESTATE {MCL 700.3703(4); MSA 27.13703(4), MCL 700.3951(3); MSA 27.1395(3), MCR 5.144, MCR 5.307}

ESTATE (OR INHERITANCE) TAX INFORMATION: YOU ARE REQUIRED TO SUBMIT TO THE COURT PROOF THAT NO ESTATE (OR INHERITANCE) TAXES ARE DUE OR THAT THE ESTATE (OR INHERITANCE) TAXES HAVE BEEN PAID. NOTE: THE ESTATE MAY BE SUBJECT TO INHERITANCE TAX.

CHANGE OF ADDRESS: YOU ARE REQUIRED TO INFORM THE COURT AND ALL INTERESTED PERSONS OF ANY CHANGE IN YOUR ADDRESS WITHIN 7 DAYS OF THE CHANGE.

**Notice of Duties for Guardian - Page 1**

P44 OTHER COUNTY PROBATE COURT PAGE: 1  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

**NOTICE OF DUTIES FOR GUARDIANSHIP**

GUARDIAN,TEST, GDA  
567 SOUTH STREET  
NASHVILLE TN 88888

MATTER OF LASTNAME ,JOANN, . FILE NO. 00-333321-01-GD

AS REQUIRED BY MICHIGAN COURT RULES YOU ARE NOTIFIED:

YOU ARE REQUIRED TO FILE WITH THIS COURT A WRITTEN REPORT ON THE INDICATED FORM(S) AND AT THE INDICATED TIMES. FORMS ARE AVAILABLE AT THE COURT.

CHANGE OF ADDRESS: YOU ARE REQUIRED TO PROMPTLY INFORM THE COURT OF ANY CHANGE IN THE WARD'S ADDRESS WITHIN 14 DAYS OF THE CHANGE. YOU ARE ALSO REQUIRED TO KEEP THE COURT AND INTERESTED PERSONS INFORMED IN WRITING WITHIN 7 DAYS OF ANY CHANGE IN YOUR ADDRESS.

{X} ANNUAL REPORT:

YOUR ANNUAL REPORT ON CONDITION OF WARD IS DUE ON 10/25 OF EACH YEAR.  
(USE FORM PC 634 OR PC 654)

{ } ACCOUNTS: YOU MUST FILE WITH THIS COURT ONCE A YEAR, EITHER ON THE ANNIVERSARY DATE OF YOUR LETTERS OF AUTHORITY OR ON ANOTHER DATE YOU CHOOSE (YOU MUST NOTIFY THE COURT OF THIS DATE) OR MORE OFTEN IF THE COURT DIRECTS, A COMPLETE ITEMIZED ACCOUNTING OF YOUR ADMINISTRATION OF THE ESTATE. ON TERMINATION OF THE INDIVIDUAL'S DISABILITY, YOU SHALL ACCOUNT TO THE COURT OR TO THE INDIVIDUAL OR THAT INDIVIDUAL'S SUCCESSORS. THE ACCOUNTS MUST BE SERVED ON THE REQUIRED PERSONS AT THE SAME TIME THEY ARE FILED WITH THE COURT, ALONG WITH PROOF OF SERVICE. (USE FORM PC 583 OR PC 584: 'ACCOUNT')

DEATH OF WARD: IF THE WARD DIES DURING THE GUARDIANSHIP, YOU MUST GIVE WRITTEN NOTIFICATION TO THE COURT WITHIN 14 DAYS OF THE INDIVIDUAL'S DATE OF DEATH. IF ACCOUNTS ARE REQUIRED TO BE FILED WITH THE COURT, A FINAL ACCOUNT MUST BE FILED WITHIN 56 DAYS OF THE DATE OF DEATH.

OTHER COUNTY PROBATE COURT MCR 5.202  
(810) 667/0261  
DATE 09/29/2000

**Notice of Duties for Guardian - Page 2**

PAGE: 2

MATTER OF LASTNAME ,JODEE, . FILE NO. 00-333321-01-GD

DELEGATION OF DUTIES: YOU ARE REQUIRED BY LAW TO NOTIFY THE COURT WHEN YOU  
DELEGATE DUTIES UNDER A DURABLE POWER OF ATTORNEY.

ATTENTION: THE ABOVE PROVISIONS ARE REPORTING DUTIES ONLY AND ARE NOT THE  
ONLY DUTIES REQUIRED OF YOU. THESE MANDATORY PROVISIONS ARE SPECIFIED IN  
COURT RULES ADOPTED BY THE MICHIGAN SUPREME COURT. YOUR FAILURE TO COMPLY  
MAY REQUIRE THE COURT TO APPOINT A SPECIAL FIDUCIARY IN YOUR PLACE AND TO  
SUSPEND YOUR POWERS. THIS MAY RESULT IN YOUR REMOVAL AS FIDUCIARY. THE  
COURT IS PROHIBITED BY STATUTE FROM GIVING YOU LEGAL ADVICE.

KEEP THIS NOTICE FOR FUTURE REFERENCE

**Notice of Duties for Conservator - Page 1**

P44 OTHER COUNTY PROBATE COURT PAGE: 1  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

## NOTICE OF DUTIES FOR CONSERVATOR

TEST,TEST,TEST, CVM  
555 FIFTH STREET  
LANSING MI 48999

MATTER OF TEST,CONSERVATOR,TEST . FILE NO. 00-333320-01-CG

## NOTICE TO CONSERVATOR OF CERTAIN DUTIES

AS REQUIRED BY LAW AND MICHIGAN COURT RULES, YOU ARE NOTIFIED:

YOU ARE REQUIRED TO FILE WITH THIS COURT THE FOLLOWING WRITTEN REPORTS  
USING THE INDICATED FORM(S) AT THE INDICATED TIMES. FORMS ARE AVAILABLE  
AT THE COURT.

INVENTORY: AS THE CONSERVATOR, YOU ARE REQUIRED BY LAW TO PREPARE AN  
INVENTORY OF THE ASSETS OF THE ESTATE THAT YOU HAVE BEEN GIVEN AUTHORITY  
OVER WITHIN 56 DAYS FROM THE DATE OF YOUR APPOINTMENT. YOU MUST ALSO  
PROVIDE A COPY OF THE INVENTORY TO THE PROTECTED INDIVIDUAL IF THE  
INDIVIDUAL CAN BE LOCATED AND IF THE MINOR IS 14 YEARS OF AGE OR OLDER  
AND HAS SUFFICIENT MENTAL CAPACITY TO UNDERSTAND THE ARRANGEMENT. A COPY  
MUST ALSO BE PROVIDED TO A PARENT OR GUARDIAN WITH WHOM THE PROTECTED  
INDIVIDUAL RESIDES. (MAY USE FORM PC 577, 'INVENTORY')

ACCOUNTS: IF ORDERED BY THE COURT, YOU MUST FILE AN ANNUAL ACCOUNT UNLESS  
OTHERWISE ORDERED BY THE COURT. WHEN REQUIRED, AN ACCOUNTING MUST BE  
FILED WITHIN 56 DAYS AFTER THE END OF THE ACCOUNTING PERIOD. THE  
ACCOUNTING PERIOD ENDS ON THE ANNIVERSARY DATE OF THE ISSUANCE OF THE  
LETTERS OF AUTHORITY, UNLESS THE CONSERVATOR SELECTS ANOTHER ACCOUNTING  
PERIOD OR UNLESS THE COURT ORDERS OTHERWISE. IF YOU SELECT ANOTHER  
ACCOUNTING PERIOD, NOTICE OF THAT SELECTION SHALL BE FILED WITH THE  
COURT. THE ACCOUNTING PERIOD MAY BE A CALENDAR YEAR OR FISCAL YEAR  
ENDING ON THE LAST DAY OF A MONTH. YOU MAY USE THE SAME ACCOUNTING  
PERIOD AS THAT USED FOR INCOME TAX REPORTING, AND THE FIRST ACCOUNTING  
PERIOD MAY BE LESS THAN A YEAR BUT NOT LONGER THAN A YEAR. ON FILING,  
THE ACCOUNT MAY BE SET FOR HEARING OR THE HEARING MAY BE DEFERRED TO A  
LATER TIME. UNLESS OTHERWISE ORDERED BY THE COURT, NO ACCOUNTING  
IS REQUIRED IN A MINOR CONSERVATORSHIP WHERE THE ASSETS ARE RESTRICTED  
OR IN A CONSERVATORSHIP WHERE NO ASSETS HAVE BEEN RECEIVED BY THE  
CONSERVATOR. (USE FORM PC 583, PC 584, OR PC 648, 'ACCOUNT')

OTHER COUNTY PROBATE COURT MCR 5.202  
(810) 667/0261  
DATE 09/29/2000

**Notice of Duties for Conservator - Page 2**

PAGE: 2

PAGE: 2

MATTER OF TEST, CONSERVATOR, TEST . FILE NO. 00-333320-01-CG

CHANGE OF ADDRESS: YOU ARE REQUIRED TO INFORM THE COURT OF ANY CHANGE IN THE WARD'S ADDRESS WITHIN 14 DAYS OF THE CHANGE. YOU ARE ALSO REQUIRED TO KEEP THE COURT AND INTERESTED PERSONS INFORMED IN WRITING WITHIN 7 DAYS OF ANY CHANGE IN YOUR ADDRESS.

DEATH OF PROTECTED INDIVIDUAL: IF THE PROTECTED INDIVIDUAL DIES DURING THE CONSERVATORSHIP, YOU MUST GIVE WRITTEN NOTIFICATION TO THE COURT WITHIN 14 DAYS OF THE INDIVIDUAL'S DATE OF DEATH. IF ACCOUNTS ARE REQUIRED TO BE FILED WITH THE COURT, A FINAL ACCOUNT MUST BE FILED WITHIN 56 DAYS OF THE DATE OF DEATH.

THE INVENTORY AND ALL ACCOUNTS MUST BE SERVED ON THE REQUIRED PERSONS AT THE SAME TIME THEY ARE FILED WITH THE COURT. AFTER SERVING THE REQUIRED PERSONS, YOU MUST PROMPTLY FILE A PROOF OF SERVICE WITH THE COURT.

ATTENTION: THE ABOVE PROVISIONS ARE REPORTING DUTIES ONLY AND ARE NOT THE ONLY DUTIES REQUIRED OF YOU. SEE MCL 700.5416 THROUGH 700.5433 FOR OTHER DUTIES OF THE CONSERVATOR. YOUR FAILURE TO COMPLY WITH THE ABOVE REPORTING DUTIES MAY REQUIRE THE COURT TO APPOINT A SPECIAL FIDUCIARY IN YOUR PLACE AND TO SUSPEND YOUR POWERS. THIS MAY RESULT IN YOUR REMOVAL AS FIDUCIARY. THE COURT IS PROHIBITED BY STATUTE FROM GIVING YOU LEGAL ADVICE.

KEEP THIS NOTICE FOR FUTURE REFERENCE

**Notice of Duties for Guardian of Developmentally Disabled - Page 1**

P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

PAGE: 1

NOTICE OF DUTIES FOR GUARDIAN OF DEVELOPMENT DISABLED

DEVELOPMENTALLY,DISABLED, PDP  
111 MAIN ST.  
LANSING MI 48912

MATTER OF DEV DISABLED CASESUM,, . FILE NO. 00-333336-01-DD

AS REQUIRED BY MICHIGAN COURT RULES YOU ARE NOTIFIED:

YOU ARE REQUIRED TO FILE WITH THIS COURT A WRITTEN REPORT ON THE INDICATED FORM(S) AND AT THE INDICATED TIMES. FORMS ARE AVAILABLE AT THE COURT.

CHANGE OF ADDRESS: YOU ARE REQUIRED TO PROMPTLY INFORM THE COURT OF ANY CHANGE IN THE WARD'S ADDRESS WITHIN 14 DAYS OF THE CHANGE. YOU ARE ALSO REQUIRED TO KEEP THE COURT AND INTERESTED PERSON INFORMED IN WRITING WITHIN 7 DAYS OF ANY CHANGE IN YOUR ADDRESS.

{ } ANNUAL REPORT:

YOUR ANNUAL REPORT ON THE CONDITION OF THE INDIVIDUAL WITH DEVELOPMENTAL DISABILITY IS DUE ON / OF EACH YEAR.  
(USE FORM PC 663)

{X} ACCOUNTS: YOU MUST FILE WITH THIS COURT ONCE A YEAR, EITHER ON THE ANNIVERSARY DATE OF YOUR LETTERS OF GUARDIANSHIP OR ON ANOTHER DATE YOU CHOOSE (YOU MUST NOTIFY THE COURT OF THIS DATE) OR MORE OFTEN IF THE COURT DIRECTS, A COMPLETE ITEMIZED ACCOUNTING OF YOUR ADMINISTRATION OF THE TRUST. ON TERMINATION OF THE INDIVIDUAL'S DISABILITY, YOU SHALL ACCOUNT TO THE COURT OR TO THE INDIVIDUAL OR THAT INDIVIDUAL'S SUCCESSORS. THE ACCOUNTS MUST BE SERVED ON THE REQUIRED PERSONS AT THE SAME TIME THEY ARE FILED WITH THE COURT, ALONG WITH PROOF OF SERVICE. (USE FORM PC 583 OR PC 584: 'ACCOUNT')

{X} INVENTORY: YOU ARE REQUIRED BY LAW TO PREPARE AN INVENTORY OF THE ASSETS OF THE ESTATE THAT YOU HAVE BEEN GIVEN AUTHORITY OVER WITHIN 56 DAYS FROM THE DATE OF YOUR APPOINTMENT.

DEATH OF WARD: IF THE WARD DIES DURING THE GUARDIANSHIP, YOU MUST GIVE WRITTEN NOTIFICATION TO THE COURT WITHIN 14 DAYS OF THE INDIVIDUAL'S DATE OF DEATH. IF ACCOUNTS ARE REQUIRED TO BE FILED WITH THE COURT, A FINAL ACCOUNT MUST BE FILED WITHIN 56 DAYS OF THE DATE OF DEATH.

OTHER COUNTY PROBATE COURT MCR 5.202  
(810) 667/0261  
DATE 09/29/2000

**Notice of Duties for Guardian of Developmentally Disabled - Page 2**

MATTER OF DEV DISABLED CASESUM,, . FILE NO. 00-333336-01-DD PAGE: 2

DELEGATION OF DUTIES: YOU ARE REQUIRED BY LAW TO NOTIFY THE COURT WHEN YOU  
DELEGATE DUTIES UNDER A DURABLE POWER OF ATTORNEY.

ATTENTION: THE ABOVE PROVISIONS ARE REPORTING DUTIES ONLY AND ARE NOT THE  
ONLY DUTIES REQUIRED OF YOU. THESE MANDATORY PROVISIONS ARE SPECIFIED IN  
COURT RULES ADOPTED BY THE MICHIGAN SUPREME COURT. YOUR FAILURE TO COMPLY  
MAY REQUIRE THE COURT TO APPOINT A SPECIAL FIDUCIARY IN YOUR PLACE AND TO  
SUSPEND YOUR POWERS. THIS MAY RESULT IN YOUR REMOVAL AS FIDUCIARY. THE  
COURT IS PROHIBITED BY STATUTE FROM GIVING YOU LEGAL ADVICE.

KEEP THIS NOTICE FOR FUTURE REFERENCE

## Notice of Deficiency

There are several types of Notice of Deficiency.

1. Inventory due
2. Account due
3. Report on Condition of Ward due
4. Account and Report due
5. Testamentary Trust Closing
6. Expiration of Appointment of DDP
7. Inventory Fee Calculation due
8. Inventory Fee Payment due

Following are explanations for the above Notice of Deficiencies.

## Notice of Deficiency - Inventory Due

Non EPIC cases: This mailer will print for non-epic cases 56 days after the qualification date of the party if no "INV - Inventory" has been filed.

EPIC cases: This mailer will print for EPIC cases 91 days after the First Full personal representatives qualification date if no "INV - Inventory" has been filed by ANY party on the case.

P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

### NOTICE OF DEFICIENCY

TEST,TEST,TEST, CVM  
555 FIFTH STREET  
LANSING MI 48999

ESTATE OF TEST,CONSERVATOR,TEST . FILE NO. 00-333320-01-CG

A REVIEW OF COURT FILES INDICATES THAT THERE HAS BEEN A FAILURE TO COMPLY WITH PROCEDURES BY MICHIGAN LAW OR COURT RULE. YOU ARE HEREBY NOTIFIED TO TAKE APPROPRIATE STEPS WITHIN 28 DAYS TO:

FILE YOUR INVENTORY

FAILURE TO CORRECT THE DEFICIENCY SHALL RESULT IN THE APPOINTMENT OF A SPECIAL FIDUCIARY AND/OR SUSPENSION OF POWERS OF THE FIDUCIARY.

IF YOU HAVE QUESTIONS REGARDING THIS NOTICE, YOU MAY CONTACT  
YOUR ATTORNEY.

OTHER COUNTY PROBATE COURT MCR 5.717  
(810) 667/0261  
DATE 09/29/2000

## Notice of Deficiency - Account Due

This mailer will print for all cases when the anniversary of the qualification date of each individual party on the case + 56 days falls within the report begin and end dates, and ACC - Annual Accounting, FAC - Final Accounting, FWO - Final Account, Waiver and Order Allowing party actions have not been filed within 56 days prior to the begin date.

P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

### NOTICE OF DEFICIENCY

TEST,TEST,TEST, CVM  
555 FIFTH STREET  
LANSING MI 48999

ESTATE OF TEST,CONSERVATOR,TEST . FILE NO. 00-333320-01-CG

A REVIEW OF COURT FILES INDICATES THAT THERE HAS BEEN A FAILURE TO COMPLY WITH PROCEDURES BY MICHIGAN LAW OR COURT RULE. YOU ARE HEREBY NOTIFIED TO TAKE APPROPRIATE STEPS WITHIN 28 DAYS TO:

FILE YOUR ACCOUNTING

FAILURE TO CORRECT THE DEFICIENCY SHALL RESULT IN THE APPOINTMENT OF A SPECIAL FIDUCIARY AND/OR SUSPENSION OF POWERS OF THE FIDUCIARY.

IF YOU HAVE QUESTIONS REGARDING THIS NOTICE, YOU MAY CONTACT  
YOUR ATTORNEY.

OTHER COUNTY PROBATE COURT MCR 5.717  
(810) 667/0261  
DATE 09/29/2000

## Notice of Deficiency - Report on Condition of Ward

This mailer will print for all cases when the anniversary of the qualification date of each individual party on the case + 56 days falls within the report begin and end dates and no party action is found within the 56 day window.

NOTE: For DD case types, if the party type is for both person and estate, the Mailer will print "File Your Accounting" and "File Your Report on Condition of Ward".

P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

### NOTICE OF DEFICIENCY

TEST,TEST,TEST, CVM  
555 FIFTH STREET  
LANSING MI 48999

ESTATE OF TEST,CONSERVATOR,TEST . FILE NO. 00-333320-01-CG

A REVIEW OF COURT FILES INDICATES THAT THERE HAS BEEN A FAILURE TO COMPLY WITH PROCEDURES BY MICHIGAN LAW OR COURT RULE. YOU ARE HEREBY NOTIFIED TO TAKE APPROPRIATE STEPS WITHIN 28 DAYS TO:

FILE YOUR REPORT ON CONDITION OF WARD

FAILURE TO CORRECT THE DEFICIENCY SHALL RESULT IN THE APPOINTMENT OF A SPECIAL FIDUCIARY AND/OR SUSPENSION OF POWERS OF THE FIDUCIARY.

IF YOU HAVE QUESTIONS REGARDING THIS NOTICE, YOU MAY CONTACT  
YOUR ATTORNEY.

OTHER COUNTY PROBATE COURT MCR 5.717  
(810) 667/0261  
DATE 09/29/2000

## Notice of Deficiency - Testamentary Trust Closing

Testamentary Trust Closing will be printed if 1 year + 56 days is passed and FAC or FWO party action is found.

P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

### NOTICE OF DEFICIENCY

TEST,TEST,TEST, CVM  
555 FIFTH STREET  
LANSING MI 48999

ESTATE OF TEST,CONSERVATOR,TEST . FILE NO. 00-333320-01-CG

A REVIEW OF COURT FILES INDICATES THAT THERE HAS BEEN A FAILURE TO COMPLY WITH PROCEDURES BY MICHIGAN LAW OR COURT RULE. YOU ARE HEREBY NOTIFIED TO TAKE APPROPRIATE STEPS WITHIN 28 DAYS TO:

FILE YOUR CLOSING DOCUMENTS AND/OR A SUPPLEMENTAL FINAL ACCOUNT

FAILURE TO CORRECT THE DEFICIENCY SHALL RESULT IN THE APPOINTMENT OF A SPECIAL FIDUCIARY AND/OR SUSPENSION OF POWERS OF THE FIDUCIARY.  
IF YOU HAVE QUESTIONS REGARDING THIS NOTICE, YOU MAY CONTACT YOUR ATTORNEY.

OTHER COUNTY PROBATE COURT MCR 5.717  
(810) 667/0261  
DATE 09/29/2000

## Notice of Deficiency - Inventory Fee Calculation Due

**EPIC cases ONLY:** This mailer will print for EPIC cases 91 days after the **First Full personal representative's** qualification date if no "INV - Inventory", "IFC - Inventory Fee Calculation" or "IFP - Inventory Fee Paid" has been filed by **ANY** party on the case.

P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

### NOTICE OF DEFICIENCY

TEST,TEST,TEST, IPT  
555 FIFTH STREET  
LANSING MI 48999

ESTATE OF TEST,INVENTORY FEE, . FILE NO. 00-333320-01-DE

A REVIEW OF COURT FILES INDICATES THAT THERE HAS BEEN A FAILURE TO COMPLY WITH PROCEDURES BY MICHIGAN LAW OR COURT RULE. YOU ARE HEREBY NOTIFIED TO TAKE APPROPRIATE STEPS WITHIN 28 DAYS TO:

SUBMIT INFORMATION TO DETERMINE INVENTORY FEE

FAILURE TO CORRECT THE DEFICIENCY SHALL RESULT IN THE APPOINTMENT OF A SPECIAL FIDUCIARY AND/OR SUSPENSION OF POWERS OF THE FIDUCIARY.

IF YOU HAVE QUESTIONS REGARDING THIS NOTICE, YOU MAY CONTACT  
YOUR ATTORNEY.

OTHER COUNTY PROBATE COURT MCR 5.717  
(810) 667/0261  
DATE 09/29/2000

## Notice of Deficiency - Inventory Fee Payment Due

**EPIC cases ONLY:** This mailer will print for EPIC cases 91 days after the **First Full personal representative's** qualification date if no "IFP - Inventory Fee Paid" has been filed by **ANY** party on the case.

P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

### NOTICE OF DEFICIENCY

TEST,TEST,TEST, IPT  
555 FIFTH STREET  
LANSING MI 48999

ESTATE OF TEST,INVENTORY FEE, . FILE NO. 00-333320-01-DE

A REVIEW OF COURT FILES INDICATES THAT THERE HAS BEEN A FAILURE TO COMPLY WITH PROCEDURES BY MICHIGAN LAW OR COURT RULE. YOU ARE HEREBY NOTIFIED TO TAKE APPROPRIATE STEPS WITHIN 28 DAYS TO:

PAY THE INVENTORY FEE

FAILURE TO CORRECT THE DEFICIENCY SHALL RESULT IN THE APPOINTMENT OF A SPECIAL FIDUCIARY AND/OR SUSPENSION OF POWERS OF THE FIDUCIARY.

IF YOU HAVE QUESTIONS REGARDING THIS NOTICE, YOU MAY CONTACT  
YOUR ATTORNEY.

OTHER COUNTY PROBATE COURT MCR 5.717  
(810) 667/0261  
DATE 09/29/2000

## Notice to Independent Personal Representative of Closing Due

This mailer will print 14 months after the original appointment of the Personal Representative and 30 days prior to the expiration of a "RIP - Report Petition and Order for Continued Pendency".

P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

### NOTICE TO INDEPENDENT PERSONAL REPRESENTATIVE

LASTNAME ,JONIE,NEWMAILER, IPT  
555 C AVENUE  
ANY TOWN MI 48867

ESTATE OF TEST,IE,NEWMAILERS . FILE NO. 00-100050-01-IE

A REVIEW OF COURT FILES INDICATES THAT 14 MONTHS HAVE ELAPSED SINCE YOUR ORIGINAL APPOINTMENT AS INDEPENDENT PERSONAL REPRESENTATIVE.

PURSUANT TO MICHIGAN COURT RULES, YOU ARE HEREBY NOTIFIED TO TAKE APPROPRIATE STEPS TO FILE A CLOSING STATEMENT WITH THIS COURT BEFORE A TOTAL OF 15 MONTHS HAVE ELAPSED SINCE YOUR APPOINTMENT, OR FILE A DETAILED REPORT ON THE ESTATE'S CONTINUING PENDENCY AND REASONS FOR THE DELAY IN ITS CLOSING AND DISTRIBUTION.

FAILURE TO FILE THE CLOSING STATEMENT OR A PETITION FOR CONTINUING PENDENCY SHALL RESULT IN THE APPOINTMENT OF A SPECIAL FIDUCIARY AND/OR SUSPENSION OF THE POWERS OF THE FIDUCIARY AND THE COURT ASSUMING SUPERVISION OF THE ESTATE AND TAKING THE STEPS NECESSARY TO COMPLETE ADMINISTRATION OF THE ESTATE.

IF YOU HAVE QUESTIONS REGARDING THIS NOTICE, YOU SHOULD CONTACT YOUR ATTORNEY.

OTHER COUNTY PROBATE COURT MCR 5.717(E)(3)  
(810) 667/0261  
DATE 11/16/2000  
P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

## Notice of Expiration of DDP

This mailer will print 4 years and 9 months after the appointment of a partial guardian of a DDP.

P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

### NOTICE OF EXPIRATION/APPOINTMENT GUARDIAN OF DDP

TESTER,DD,PCAPARTY1 PCA  
123 ADDRESS  
CITY MI 48034

IN THE MATTER OF TESTER,DD,CASETYPE . FILE NO. 00-333652-01-DD

PURSUANT TO COURT ORDER, YOU ARE NOTIFIED THAT THE GUARDIANSHIP OF THIS  
WARD EXPIRES 02/10/2001.

IF YOUR WARD CONTINUES TO BE A PERSON IN NEED OF A GUARDIAN, PLEASE  
CONTACT THE WARD'S SOCIAL WORKER FOR ADDITIONAL INFORMATION.

IF YOU ARE ALSO THE CONSERVATOR OF THE ESTATE, FILE A FINAL ACCOUNT  
WITHIN 28 DAYS.

IN THE EVENT YOU ARE NOT REAPPOINTED WITHIN THE NEXT NINETY (90) DAYS,  
OR IF GUARDIANSHIP IS NO LONGER NECESSARY, YOU WILL AUTOMATICALLY BE  
DISCHARGED ON THE ABOVE EXPIRATION DATE.

OTHER COUNTY PROBATE COURT MCR 5.717(E)(3)  
(810) 667/0261  
DATE 11/16/2000  
P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

## Order Suspending Powers of Fiduciary Mailer

This mailer will print when "NSP - Notice Suspending Powers" is found in the court action field and the court action date falls within the start and end dates of the mailer program.

P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

### ORDER SUSPENDING POWERS OF FIDUCIARY AND NOTICE

TESTER,CALC,PARTY1 SPF  
123 ADDRESS  
CITY MI 48034

IN THE MATTER OF TESTER,CALC,FEE, . FILE NO. 00-333388-01-DA

A REVIEW OF COURT FILES INDICATES THAT THE FIDUCIARY HAS FAILED TO CORRECT THE DEFICIENCY OR OMISSION OF WHICH HE HAS BEEN NOTIFIED, THEREFORE: IT IS ORDERED THAT THE POWERS OF THE FIDUCIARY ARE HEREBY SUSPENDED UNTIL FURTHER ORDER OF COURT IN ACCORDANCE WITH MICHIGAN COURT RULE 5.717. THE QUESTION OF PERSONAL LIABILITY FOR ANY LOSS TO THE ESTATE AS PROVIDED BY MSA 27.3178(286) IS A SUBJECT OF CONSIDERATION AND DETERMINATION AT TIME OF HEARING FINAL ACCOUNT. YOU ARE HEREBY NOTIFIED AS PARTIES IN INTEREST THAT THE POWERS OF FIDUCIARY HAVE BEEN SUSPENDED UNTIL FURTHER ORDER OF THE COURT. PLEASE ARRANGE FOR FURTHER ADMINISTRATION OF THIS ESTATE.

OTHER COUNTY PROBATE COURT MCR 5.717(E)(3)  
(810) 667/0261  
DATE 11/16/2000

## Notice of Intent to Close Estate - EPIC CASES ONLY

This mailer will print when the anniversary of the Original Personal Representatives qualification date + 28 days falls within the report begin and end dates, and notice of continued administration documents:

Party Actions - NCD - Notice of Continued Administration

SST - Sworn Statement

PCS - Petition for Complete Estate Settlement

PAC - Petition for Adjud of Testacy & Complete Estate Settlement

PSO - Petition for Settlement Order

have not been filed by any party on the case within 56 days prior to the begin date and a 63-day Notice of Intent - NCE (court action) is not pending, create Notice of Intent to Close mailers. This mailer will be created for all parties on the case except NPR and IRN.

P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

### NOTICE OF INTENT TO CLOSE

LASTNAME ,FIRST, FAI  
123 ANY STREET  
ANYTOWN MI 48500

ESTATE OF LASTNAME ,FIRST, . FILE NO. 00-333304-02-DE

THE PERSONAL REPRESENTATIVE HAS FAILED TO FILE A NOTICE WITH THE COURT THAT THE ESTATE REMAINS UNDER ADMINISTRATION AND THE REASONS FOR CONTINUING ADMINISTRATION AS REQUIRED BY MCL 700.3951. THE COURT WILL CLOSE THE ADMINISTRATION OF THIS ESTATE AND TERMINATE THE PERSONAL REPRESENTATIVE'S AUTHORITY WITHIN 63 DAYS OF THIS NOTICE UNLESS ANY OF THE FOLLOWING OCCUR: A) THE PERSONAL REPRESENTATIVE FILES ANY OF THE FOLLOWING AS MAY BE PERMITTED BY LAW: A NOTICE THAT THE ESTATE REMAINS UNDER ADMINISTRATION THAT SPECIFIES THE REASON FOR CONTINUING ADMINISTRATION. A PETITION FOR EITHER COMPLETE ESTATE SETTLEMENT UNDER MCL 700.3952 OR A SETTLEMENT ORDER UNDER MCL 700.3953. A SWORN STATEMENT SEEKING CLOSING OF THE ESTATE UNDER MCL 700.3954. B) AN INTERESTED PERSON FILES, OR HAS FILED, EITHER OF THE FOLLOWING PETITIONS WITH THIS COURT. A PETITION REQUESTING A HEARING ON THE NECESSITY FOR CONTINUED ADMINISTRATION OF THIS ESTATE. A PETITION FOR AN ORDER OF COMPLETE ESTATE SETTLEMENT UNDER MCL 700.3952. C) A DEVISEE UNDER AN INFORMALLY PROBATED WILL FILES, OR HAS FILED, A PETITION FOR A SETTLEMENT ORDER UNDER MCL 700.3953.

OTHER COUNTY PROBATE COURT MCR 5.203(D)  
(810) 667/0261  
DATE 11/16/2000

## Memorandum of Administrative Closing

This mailer will only be generated when the court action code NCL - Notice for Memorandum of Administrative Closing and the court action date falls within the mailers report start and end date parameters.

P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

### MEMORANDUM OF ADMINISTRATIVE CLOSING

LASTNAME ,MICHAEL, SPT  
555 E. MAIN ST.  
LANSING MI 48817

IN THE MATTER OF DA,TEST,ACCOUNT . FILE NO. 00-333628-01-DA

THE PERSONAL REPRESENTATIVE HAS NOT FILED THE REQUIRED NOTICE OF CONTINUED ADMINISTRATION, PETITION FOR SETTLEMENT, OR A SWORN STATEMENT CLOSING THE ESTATE. THERE IS NO PETITION OF AN INTERESTED PERSON PENDING. THE COURT NOTIFIED THE PERSONAL REPRESENTATIVE AND INTERESTED PERSONS THAT THE COURT WILL CLOSE THE ESTATE ADMINISTRATION AND TERMINATE THE PERSONAL REPRESENTATIVE'S AUTHORITY WITHIN 63 DAYS OF THE NOTICE. AT LEAST 63 DAYS HAVE PASSED SINCE NOTICE.  
THE ESTATE ADMINISTRATION IS CLOSED AND THE PERSONAL REPRESENTATIVE'S AUTHORITY IS TERMINATED.  
THIS MATTER MAY BE REOPENED UPON PETITION.

OTHER COUNTY PROBATE COURT MCR 5.144, MCR 5.203(D)  
(810) 667/0261

## Minor Guardian Review List

This report lists minor guardianship cases that are due for a review or past due for either a one year or a three year review. The review date is based on the qualification date of the party. If a review is not filed 63 days after the anniversary of the qualification date, the case will appear on the past due for review report.

To satisfy the review requirement, enter RRM (Report on Review of Minor) on the Guardianship Review Type and the date that it was filed.

This report also produces two lists of all active minor guardians. The first is children under 6 years old, the second is all active minor guardianships.

NOTE: The date of birth must be entered in the optional date field on the Header Screen. If the date is not entered in this field, the case will not be selected for processing on this report.

### Running the Report:

Enter 16 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : P 44 ANGIE      Minor Guardian Review List      Release : 025

Enter Run Month & Year  MM CCYY
                        01 2003

Under 6 of age  Y   (Y/N)
Over 6 of age  Y   (Y/N)

Nxt Tran P RPT Type PRO Case# 000000000      Rec nbr 
F1=Help F2=Nxt Tran F3=Exit F4=Prompt          F6=System
F8=Civil  F9=Name Inq.      F14=Dkt. Inq F16=Inv. Cal

MP b MW 22/010
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:

```

Enter the date selection and X the options for printing the reports for under age 6 and over age 6 and then press <Enter>. The system will generate the report.

Following is the output from this report.

**Minor Guardianships Due for a Review:**

P44	OTHER COUNTY PROBATE COURT					RUN DATE : 06/05/2003		PAGE	
OTHER CTY. COMPLEX 255 CLAY					CONTACT : PROBATE REGISTER				
OTHER MI 48446					PHONE # : (810) 667/0261				
THE FOLLOWING MINOR GUARDIANSHIPS ARE DUE FOR REVIEW DURING THE MONTH OF : JANUARY 2003									
CASE NO/TYPE	PTY/TYPE	CASE TITLE	QUAL/BOND/DATE	DUE/DATE	PTY/DATE/KEY	CRT/DATE/KEY	REV/DATE/KEY	MINOR	DOB
0133369801-LG	LGM	LASTNAME ,LILA,	1/29/1998	1/29/1998	7/20/2000 AGM	7/13/2000	NOT	8/30/2000	RRM
1/07/199									

**Minor Guardianships Past Due for a Review:**

P44			OTHER COUNTY PROBATE COURT			RUN DATE : 06/05/2003			PAGE	
			OTHER CTY. COMPLEX 255 CLAY			CONTACT : PROBATE REGISTER				
			OTHER MI 48446			PHONE # : (810) 667/0261				
THE FOLLOWING MINOR GUARDIANSHIPS ARE PAST DUE FOR REVIEW										
CASE NO/TYPE	PTY/TYPE	CASE TITLE	QUAL/BOND/DATE	DUE/DATE	PTY/DATE/KEY	CRT/DATE/KEY	REV/DATE/KEY	MINOR	DOB	
0133380601-GM	GDM	GUARDIAN,DELINQFD,	1/01/2000	1/01/2000	2/12/2001 AGM				2/01/199	
0133252401-GM	GDM	LASTNAME ,FLORENTINE,	4/01/2000	4/01/2000	4/01/2001 AGM				4/15/199	
0133373301-GM	GDM	LASTNAME ,SAMUEL,	4/01/2000	4/01/2000	4/01/2001 AGM				4/15/199	
0133375101-GM	GDM	LASTNAME ,SAMUEL,	4/01/2000	4/01/2000					4/15/199	

**Active Minor Guardianships under 6 years old:**

P44			OTHER COUNTY PROBATE COURT			RUN DATE : 06/05/2003		PAGE
			OTHER CTY. COMPLEX 255 CLAY			CONTACT : PROBATE REGISTER		
			OTHER MI 48446			PHONE # : (810) 667/0261		
THE FOLLOWING ARE ACTIVE MINOR GUARDIANSHIP CASES UNDER 6 YEARS OF AGE								
CASE NBR/TYPE	PTY TYPE	CASE TITLE	QUAL/BOND DATE	CRT DATE/KEY	REV DATE/KEY	MINOR DOB		
0133252401-GM	GDM	LASTNAME , FLORENTINE, ,	4/01/2000			4/15/1999		
0133373301-GM	GDM	GDGDM, SAMUEL,	4/01/2000			4/15/1999		
0133375101-GM	GDM	GDGDM, SAMUEL,	4/01/2000			4/15/1999		
0133380601-GM	GDM	GUARDIAN, DELINQFD,	1/01/2000			2/01/1998		
0333477801-GM	GDM	LASTNAME , PANDA,	1/01/2000		2/01/2001 RRM	7/01/1999		

**Active Minor Guardianships Over 6 years old:**

P44			OTHER COUNTY PROBATE COURT			RUN DATE : 06/05/2003		PAGE
			OTHER CTY. COMPLEX 255 CLAY			CONTACT : PROBATE REGISTER		
			OTHER MI 48446			PHONE # : (810) 667/0261		
THE FOLLOWING ARE ACTIVE MINOR GUARDIANSHIP CASES OVER THE AGE OF 6 YEARS								
CASE NBR/TYPE	PTY TYPE	CASE TITLE	QUAL/BOND DATE	CRT DATE/KEY	REV DATE/KEY	MINOR DOB		
0033347501-GM	CGM	TESTING, GD, CASELOAD	4/01/2000		3/12/2001 RRM	1/01/1995		
0133252301-LG	LGM	LASTNAME , CLINTON, ,	4/01/2001			1/02/1986		
0133373101-LG	LGM	LGLGM, MARY,	4/01/2000			2/03/1984		
0133373102-LG	SPF	LGLGM, MARY,	5/01/2003			2/03/1984		
0133374101-LG	LGM	LGLGM, MARY,	4/01/2000			1/02/1986		

## Minors of Age Report

This report lists all minor guardianships and conservatorships where the minor will turn 18 years old during the month and year specified when running the report.

### Running the Report:

Enter 20 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE      Minors Of Age Report      Release : 025

Enter Run Month & Year MM CCYY  
01 2003

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
F8=Civil F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b MW 22/010  
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Enter the date to search and press <Enter>. The system will generate the report.

Following is the output from this report.

P44		OTHER COUNTY PROBATE COURT		RUN DATE : 06/05/2003	PAGE
		OTHER CTY. COMPLEX 255 CLAY		CONTACT : PROBATE REGISTER	
		OTHER MI 48446		PHONE # : (810) 667/0261	
CASE NUMBER	CASE/FID TYPE	NAME OF FIDUCIARY	NAME OF MINOR	DATE OF BIRTH	
02102903-01	GM/GDM	TESTER,DOCKETS,PTY1GDM	TESTER,DOCKETS,	01/01/1985	
88027768-01	CY/CVM	LASTNAME ,JEANETTE,M.	LASTNAME ,CHRISTOPHER,	01/27/1985	
90028430-01	CY/CVM	LASTNAME ,RICHARD,ALLEN	LASTNAME ,AMY,LOU	01/05/1985	

## New Case Cards

New case cards are prepared for every new case that is entered into the system. Cards are printed in case name sequence. A report will also be generated with a list of cases that cards were printed for.

### Running the Report:

Enter 21 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE                      New Case Cards                      Release : 025

Enter Report Date MMDD CCYY  
                                 606 2003

Nxt Tran P RPT Type PRO Case# 00000000                      Rec nbr

F1=Help F2=Nxt Tran F3=Exit F4=Prompt                      F6=System

F8=Civil                      F9=Name Inq.                      F14=Dkt. Inq F16=Inv. Cal

MP b                      MW                      06/022

Connected to remote server/host OSMSOUTH using port 23                      \\SCAO\1N54QLS on Ne05:

Enter the date that you want to search and press <Enter>. The system will generate the report.

Following is the output from this report.

NEW CASE, NAME FILED 01/01/2003	00-12345-DA	CONSERVATOR,NAME, FILED 01/02/2003	00-12346-CA
------------------------------------	-------------	---------------------------------------	-------------

## New Fiduciary Report

This report provides information on new parties that have qualified in the seven (7) days prior to the report date.

### Running the Report:

Enter 22 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE      New Fiduciary Report      Release : 025

Enter Report Date MMDD CCYY  
606 2003

Nxt Tran P RPT Type PRO Case# 00000000      Rec nbr  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System  
F8=Civil      F9=Name Inq.      F14=Dkt.Inq F16=Inv.Cal

MP b MW      06/022

Connected to remote server/host OSMSOUTH using port 23      \\SCAO\IN54QLS on Ne05:

Enter the date that you want to search and press <Enter>. The system will generate the report.

Following is the output from this report.

P44		OTHER COUNTY PROBATE COURT			RUN DATE : 06/05/2003		PAGE
NEW CASE		OTHER CTY. COMPLEX 255 CLAY			CONTACT : PROBATE REGISTER		
		OTHER MI 48446			PHONE # : (810) 667/0261		
CASE NUMBER	CASE TITLE	QUAL DATE	DATE OF DEATH	JUDGE	ATTORNEY		
03-000005-ML	ESTATE OF: TEST,PROB,, FIDUCIARY: TEST,NAME,,	01/01/2003	00/00/0000	PREISEL			
03-334777-GA	ESTATE OF: TEST,TESTE, FIDUCIARY: TEST,GUARDIAN, 123 MAIN MASON	01/01/2003	00/00/0000	HULL			
		MI 48854					

## Pre Notices

This option is used to print mailings to be sent to fiduciaries informing them of what they have coming up due. The following will be generated:

1. Inventory Fee Payment Due
2. Report Due
3. Accounting Due
4. Notice of Continued Administration Due

The above mailings will be generated in the following formats.

1. Pre Notice Cards - The front and back of the card will have to be printed. The court will need a dot matrix printer to generate pre-note cards.
2. 8 ½ X 11 Format - This format will print on a single sheet of paper and can be tri-folded to fit in a window envelope. These can be printed on any printer.
3. A report will also be generated listing all pre notes that were generated.

### Running the Report:

Enter 28 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : P 44 ANGIE                Pre-Note Cards                Release : 025

Enter the Beginning date MMDD CCYY format  0701 2003
Enter the Ending date MMDD CCYY format      0731 2003

Print back card message? N
  If yes, enter number of cards to be printed

Enter Report Selection (Enter Y to select) Y ALL or

  Inventory Fee Payment Due      Report Due
  Account Due                   Notice of Continued Administration Due

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr
F1=Help F2=Nxt Tran F3=Exit F4=Prompt   F6=System
F8=Civil F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

08/049
Connected to remote server/host OSMSOUTH using port 23
  
```

1. Enter the date range you want the report to run for.
2. If you only want specific information to print, enter a "Y" to the left of the item that you would like. If you want ALL of the pre-notes to print, leave the "Y" next to ALL in the report selection field.
3. If you are printing pre-notes on cards and would like the information printed on the back of the cards, enter a "Y" and the number of cards that you would like printed.
4. Press <Enter>. The system will generate the report and return you to the Probate Report Selection Menu.

Following are examples of the pre-note printouts.

**Pre-Note Card**

FROM: P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

FILE NO.	TYPE	ESTATE	TITLE	ACTION	DUE	TYPE	DATE
00023554	SGA	LASTNAME ,	GRACE			REPORT	11/14/00

TO: ROBERT LASTNAME  
1808 N. VIEW DR.,  
ANY TOWN MI 48732

**Pre-note back of card**

MATTERS LISTED ON THE REVERSE SIDE OF THIS CARD WILL REQUIRE YOUR ATTENTION NO LATER THAN:

56 DAYS FROM THE DUE DATE FOR ACCOUNTS/REPORT

28 DAYS FROM DUE DATE FOR NOTICE OF CONTINUED ADMINISTRATION

THE DUE DATE FOR INVENTORY FEE PAYMENT.

IF YOU ARE A CONSERVATOR OR A PERSONAL REPRESENTATIVE OF AN ESTATE UNDER SUPERVISED ADMINISTRATION, YOU ARE REQUIRED TO FILE ACCOUNTINGS DETAILING ALL RECEIPTS, DISBURSEMENTS, AND REMAINING PROPERTY. GUARDIANS MUST FILE REPORTS AS TO THE CURRENT STATUS OF EACH WARD. THE PERSONAL REPRESENTATIVE, IF UNABLE TO COMPLETE THE ADMINISTRATION OF A SUPERVISED OR UNSUPERVISED ESTATE, MUST FILE A NOTICE OF CONTINUED ADMINISTRATION SPECIFYING THE REASON FOR THE CONTINUATION. THE PERSONAL REPRESENTATIVE FOR A SUPERVISED OR UNSUPERVISED ESTATE MUST PAY THE INVENTORY FEE. FAILURE TO MAKE SUCH FILINGS MAY RESULT IN THE SUSPENSION OF THE FIDUCIARY AND ADMINISTRATIVE CLOSING OF THE ESTATE.

THIS NOTICE IS BEING SENT FOR YOUR INFORMATION AS A SERVICE OF THE COURT.

**Pre-Note 8 ½ X 11 print**

FROM: P44 OTHER COUNTY PROBATE COURT  
OTHER CTY. COMPLEX 255 CLAY ST.  
OTHER MI 48446

TO: LASTNAME, FIRSTNAME,  
1375 N. MAIN STREET

OTHER MI 48446

MATTERS LISTED BELOW WILL REQUIRE YOUR ATTENTION NO LATER THAN:  
56 DAYS FROM THE DUE DATE FOR ACCOUNTS/REPORTS  
28 DAYS FROM THE DUE DATE FOR NOTICE OF CONTINUED ADMINISTRATION  
THE DUE DATE FOR INVENTORY FEE PAYMENT.

IF YOU ARE A CONSERVATOR OR A PERSONAL REPRESENTATIVE OF AN ESTATE UNDER SUPERVISED ADMINISTRATION, YOU ARE REQUIRED TO FILE ACCOUNTINGS DETAILING ALL RECEIPTS, DISBURSEMENTS, AND REMAINING PROPERTY. GUARDIANS MUST FILE REPORTS AS TO THE CURRENT STATUS OF EACH WARD. THE PERSONAL REPRESENTATIVE, IF UNABLE TO COMPLETE THE ADMINISTRATION OF A SUPERVISED OR UNSUPERVISED ESTATE, MUST FILE A NOTICE OF CONTINUED ADMINISTRATION SPECIFYING THE REASON FOR THE CONTINUATION. THE PERSONAL REPRESENTATIVE FOR A SUPERVISED OR UNSUPERVISED ESTATE MUST PAY THE INVENTORY FEE. FAILURE TO MAKE SUCH FILINGS MAY RESULT IN THE SUSPENSION OF THE FIDUCIARY AND ADMINISTRATIVE CLOSING OF THE ESTATE.

THIS NOTICE IS BEING SENT FOR YOUR INFORMATION AS A SERVICE OF THE COURT.

FILE NO.	TYPE	ESTATE TITLE	ACTION TYPE	DUE DATE
00022821	STA	THOMPSON, MYRTLE, A.	ACCOUNT	11/07/00

THERE MAY BE A \$15 FILING FEE

**Pre Note Card Report:**

P44	OTHER COUNTY PROBATE COURT				RUN DATE : 06/05/2003		PAGE
NEW CASE	OTHER CTY. COMPLEX 255 CLAY				CONTACT : PROBATE REGISTER		
	OTHER MI 48446				PHONE # : (810) 667/0261		
FILE NO	TYPE	ESTATE TITLE	TYPE	DATE	ADDRESSEE		
00022821	STA	THOMPSON,MYRTLE,A.	ACCOUNT	11/07/2000	OTHER AREA HOSPITAL FUND 13 N. MAIN STREET OTHER MI 48446		
00023554	SGA	SINNOTT, GRACE	REPORT	11/14/2000	ROBERT LASTNAME 1808 N. VIEW DR., ESSEXVILLE MI 48732		
00023779	GDA	DOTSON, CLARA A.	REPORT	11/20/2000	LASTNAME ,KATHLEEN,M. 930 #204 OTHER MI 48446		
00023779	CVA	DOTSON, CLARA A.	ACCOUNT	11/20/2000	LASTNAME ,KATHLEEN,M. 930 #204 OTHER MI 48446		
97000559	SPT	CRUISE,TOME,	ACCOUNT CONT ADM	11/19/2000 11/19/2000	LASTNAME ,ANGELA, 111 CHURCH ST. REMUS MI 49340		
98100144	SPT	CLEMSON,ROBERT,	ACCOUNT CONT ADM	11/21/2000 11/21/2000	LASTNAME ,BOBBIE, 123 MAIN ST. LANSING MI 48910		

## Pre-Note Report for cards generated for Attorneys:

This report will list all attorneys that have pre-notes generated. Also listed under each attorney will be the case numbers and what is due for the case.

P44	OTHER COUNTY PROBATE COURT				RUN DATE : 06/05/2003		PAGE
NEW CASE	OTHER CTY. COMPLEX 255 CLAY				CONTACT : PROBATE REGISTER		
	OTHER MI 48446				PHONE # : (810) 667/0261		
FILE NO	TYPE	ESTATE TITLE	TYPE	DATE			
-----							
PRE-NOTICES DUE FOR THE FOLLOWING ATTORNEY:							
LASTNAME ,DOUGLAS K.,		PO BOX 250		CENTREVILLE			
MI 490							
00333599	FAT	TESTER,IETODE,PENOTE	CONT ADM	11/02/2000			
			INV FEE	11/02/2000			
00333599	FAT	TESTER,IETODE,PENOTE	CONT ADM	11/02/2000			
			INV FEE	11/02/2000			
00333646	GDM	TESTER,GD,CASETYPE	REPORT	11/01/2000			
PRE-NOTICES DUE FOR THE FOLLOWING ATTORNEY:							
LASTNAME ,WILLIAM M.,JR		3001 W BIG BEAVER RD #624		TROY		MI 480	
00333652	PCP	TESTER,DD,CASETYPE	REPORT	11/02/2000			
PRE-NOTICES DUE FOR THE FOLLOWING ATTORNEY:							
LASTNAME ,C. BRUCE,		264 CEDAR STREET		PO BOX 539		OTHER MI 484	
95030455	PDP	LASTNAME ,GREGG,	REPORT	11/20/2000			
PRE-NOTICES DUE FOR THE FOLLOWING ATTORNEY:							
LASTNAME ,GARY L.,		150 S ALMONT AVE #B		IMLAY CITY		MI 484	
91028953	CVA	LASTNAME , MARGUERITE	ACCOUNT	11/26/2000			
91028953	GDA	LASTNAME , MARGUERITE	REPORT	11/26/2000			

**Pre-Note Labels:**

If you wish to generate labels, they have to print on a dot matrix printer using 1up labels.

***** ***** ***** P44 FIDUCIARY LABELS ***** ***** OTHER AREA HOSPITAL FUND 1375 N. MAIN STREET OTHER , MI 48446  ROBERT LASTNAME 1808 N. VIEW DR., ESSEX MI 48732  LASTNAME ,KATHLEEN,M. 930 #204 OTHER MI 48446  LASTNAME ,KATHLEEN,M. 930 #204 OTHER MI 48446
--

## Summary Counts of Cases Filed

This report provides information on new cases that were filed within the reporting period.

Monthly - Provides counts for the current calendar year.

Annually - Provides counts for the current year to date, the last three years and totals.

All case type codes will be evaluated for this report.

### Running the Report:

Enter 24 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : P 44 ANGIE          Summary of Case Activity          Release : 025

Enter Report Date MMDD CCYY
      609 2003

Enter Summary Type 1
      (1=Monthly, 2=Annual)

Nxt Tran P RPT Type PRO Case# 03052003 Rec nbr
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Civil F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

06/022
Connected to remote server/host OSMSOUTH using port 23
```

Enter the date that you want to search and if you want monthly or annual. Then press <Enter>. The system will generate the report.

Following is the output from this report.

**Monthly:**

P44	OTHER COUNTY PROBATE COURT										RUN DATE : 06/05/2003		PAGE
	OTHER CTY. COMPLEX 255 CLAY										CONTACT : PROBATE REGISTER		
	OTHER MI 48446										PHONE # : (810) 667/0261		
JUDGE UNASSIGNED	L												
CASE TYPES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TOTAL													
AC ADP AGY INTL	1	0	0	0	0	0	0	0	0	0	0	0	1
AD ADOP DIR PLC	3	0	0	0	0	0	0	0	0	0	0	0	3
AF ADP RELATIVE	1	0	0	0	0	0	0	0	0	0	0	0	1
AM ADP AGY MCI	1	0	0	0	0	0	0	0	0	0	0	0	1
AN ADP NON-REL	1	0	0	0	0	0	0	0	0	0	0	0	1
AO ADP AGY OTH	1	0	0	0	0	0	0	0	0	0	0	0	1
TOTAL	8	0	0	0	0	0	0	0	0	0	0	0	8

**Annual:**

P44	OTHER COUNTY PROBATE COURT										RUN DATE : 06/05/2003		PAGE
	OTHER CTY. COMPLEX 255 CLAY										CONTACT : PROBATE REGISTER		
	OTHER MI 48446										PHONE # : (810) 667/0261		
JUDGE UNASSIGNED	L												
CASE TYPES		2003	2002	2001	2000		PRIOR		TOTALS				
AB ADP ADULT		0	1	12	0		0		13				
AC ADP AGY INTL		1	1	1	1		1		5				
AD ADOP DIR PLC		3	5	20	5		9		42				
AF ADP RELATIVE		1	1	2	0		1		5				
AG ADP SAFE NWB		0	1	2	0		0		3				
AM ADP AGY MCI		1	1	4	1		0		7				
AN ADP NON-REL		1	1	2	0		0		4				
AO ADP AGY OTH		1	1	3	1		0		6				
AY ADP STEP-PAR		0	2	6	0		1		9				
NB SAF DLV NWBN		0	1	3	0		1		5				
RB RELS NO CASE		0	3	2	0		0		5				
RL RELS NA CASE		0	5	3	0		0		8				
TOTAL		8	23	60	8		13		112				

## Summary of Open Cases

This option will list a summary of case types sorted by jurist. Also generated is a court summary for cases within a court.

### Running the Report:

Enter 25 in the report selection field and press <Enter>. The system will submit the report. There is no report selection screen.

Following is an example of this report.

P44	OTHER COUNTY PROBATE COURT		RUN DATE : 06/05/2003	PAGE
	OTHER CTY. COMPLEX 255 CLAY		CONTACT : PROBATE REGISTER	
	OTHER	MI 48446	PHONE # : (810) 667/0261	
CASE TYPE =DA	STATUS = O			
CASE TYPE	DESCRIPTION	NUMBER OF OPEN CASES		
-----	-----	-----		
AB	ADULT ADOPTIONS	19		
AC	AGENCY INTL ADOPTIONS	14		
AD	ADOPTIONS	2214		
AF	RELATIVE ADOPTIONS	11		
AG	SAFE DLVY NEWBORN ADOP	12		
AM	AGENCY MCI ADOPTIONS	12		
AN	NON-REL GUARDIAN ADOP	9		
AO	AGENCY OTHER ADOPTIONS	10		
AY	STEP-PARENT ADOPTIONS	12		
BR	DELAYED REG FORN BIRTH	8		
CA	CONSERVATOR ADULT	132		
CY	CONSERVATOR MINOR	244		
DA	SUPERVISED ESTATES	250		
DD	DEVELOPMENTALLY DISABLED	301		
DE	NON SUPERVISED ESTATES	293		
DH	DETERMINATION OF HEIRS	13		
EM	EMANCIPATION OF MINORS	15		
GA	GUARDIAN ADULT/FULL	202		
GL	GUARDIAN ADULT/LIMITED	32		
GM	GUARDIAN MINOR/FULL	203		
ID	INFECTIOUS DISEASE	19		
JA	JUDICIAL ADMISSIONS	20		
LG	GUARDIAN MINOR/LIMITED	64		
MI	MENTALLY ILL	139		
ML	MISCELLANEOUS FILING	102		
NB	SAFE DLVY NEWBORN CHILD	10		
NC	NAME CHANGES	62		
PE	SMALL ESTATES < \$15,000	41		
PO	PROTECTIVE ORDERS	27		
RB	RELEASE TO ADOP; NO CSE	6		
RL	RELEASE TO ADOP; NA CSE	6		
TR	TRUST/WILLS	29		
TT	TESTAMENTARY TRUSTS	51		
TV	TRUSTS INTER VIVOS	25		
	TOTAL	4607		

## **Suspended Fiduciary List**

This report lists all fiduciaries that have been suspended as of the date the report is run. The system will look for parties with **SPO** (Order suspending powers of fiduciary) as a court action.

### **Running the Report:**

Enter 26 in the report selection field and press <Enter>. The system will generate the report. No additional data entry screen is displayed.

Following is an example of the report.

P44	OTHER COUNTY PROBATE COURT				RUN DATE : 06/05/2003		PAGE
SUSPENFD	OTHER CTY. COMPLEX 255 CLAY				CONTACT : PROBATE REGISTER		
	OTHER MI 48446				PHONE # : (810) 667/0261		
					QUAL	LAST	DATE
OF							
CASE NUMBER	CASE TITLE	TYPE	FIDUCIARY NAME	DATE	INVENTORY	SUSPENSION	
*****							
00123456	DE TEST SST CODE,,	IPT	TEST,TEST,	04/01/2000	/ /	01/15/2002	
00333306	DA TEST,REPORT,	SPT	LASTNAME ,FIRST,	07/19/2000	/ /		
02/01/2002							

## Transaction Report - Civil

This report lists audit information for civil cases.

### Running the Report:

Enter 27 in the report selection field and press <Enter>. The system will return the following screen.

ENTER THE CASE # 895019

ENTER THE USERID           

ENTER THE STARTING DATE 0000 0000  
MMDD CCYY

ENTER THE ENDING DATE 0000 0000  
MMDD CCYY

NOTE: START & END DATE OPTIONAL WHEN CASE# OR USER ENTERED

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr       
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
F8=Civil F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MA b MW 07/046  
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

This report can be ran by case number, user id, date range or a combination. Enter the search options and press <Enter>. The system will generate the report.

Following is the output from this report.

P44	OTHER COUNTY PROBATE COURT										RUN DATE : 06/05/2003		PAGE
CIVTRANS	OTHER CTY. COMPLEX 255 CLAY										CONTACT : PROBATE REGISTER		
	OTHER MI 48446										PHONE # : (810) 667/0261		
ENTRIES: CASE-00100218 USER- START DATE- 00/00/0000 END DATE- 00/00/0000													
CASE #	USER	DATE	TIME	TYPE	TRAN	CTYP	JUDGE	FILE	DATE				
00-100218	TEST	02/17/2000	16:16:50:77	HDR	ADD	CZ	25275	02/02/2000					
MICROFILM#	STS	PUB	PL	ATY	DE	ATY	CLOSE	DATE	PLA	NAME	DEF	NAME	
	O	P	00000	00000				CIVIL,TESTING PLA,	TESTING,CIVIL DEF,		PL TYP DE TYP		
CASE #	USER	DATE	TIME	TYPE	TRAN	CTYP	JUDGE	FILE	DATE				
00-100218	TEST	12/20/2000	13:12:23:62	HDR	MOD	CZ	25275	02/02/2000					
MICROFILM#	STS	PUB	PL	ATY	DE	ATY	CLOSE	DATE	PLA	NAME	DEF	NAME	
	O	P	00000	00000				CIVIL,TESTING PLA,	TESTING,CIVIL DEF,		PL TYP DE TYP		
CASE #	USER	DATE	TIME	TYPE	TRAN	CTYP	JUDGE	FILE	DATE				
00-100218	TEST	12/20/2000	13:12:41:50	HDR	MOD	CZ	25275	02/02/2000					
MICROFILM#	STS	PUB	PL	ATY	DE	ATY	CLOSE	DATE	PLA	NAME	DEF	NAME	
	O	P	00000	00000				CIVIL,TESTING PLA,	TESTING,CIVIL DEF,		PL TYP DE TYP		
CASE #	USER	DATE	TIME	TYPE	TRAN	CTYP	JUDGE	FILE	DATE				
00-100218	TEST	12/20/2000	13:12:58:95	HDR	MOD	CZ	25275	02/02/2000					

## Transaction Report - Probate

This report lists audit information for probate cases.

### Running the Report:

Enter 28 in the report selection field and press <Enter>. The system will return the following screen.

ENTER THE CASE # 895019

ENTER THE USERID           

ENTER THE STARTING DATE 0000 0000  
MMDD CCYY

ENTER THE ENDING DATE 0000 0000  
MMDD CCYY

NOTE: START & END DATE OPTIONAL WHEN CASE# OR USER ENTERED

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr       
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
F8=Civil F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MA b MW 07/046  
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

This report can be ran by case number, user id, date range or a combination. Enter the search options and press <Enter>. The system will generate the report.

Following is the output from this report.

```

P44                                OTHER COUNTY PROBATE COURT                RUN DATE : 06/05/2003    PAGE
PROTRANS                          OTHER CTY. COMPLEX 255 CLAY                CONTACT : PROBATE REGISTER
                                   OTHER MI 48446                          PHONE # : (810) 667/0261
                                   ENTRIES: CASE-00895019 USER-          START DATE- 00/00/0000  END DATE- 00/00/0000
CASE #    USER    DATE        TIME        TYPE TRANS
00-895019 TEST    04/09/2002  11:33:28:44  HDR  ADD
CTYP JUDGE FILE DATE  NAME                OPT DATE  MICROFILM# STS CLOSE DATE SOC. SEC.  ATTN
GA 25275 01/01/2002 TEST,,                O                000-00-0000 00000
CASE #    USER    DATE        TIME        TYPE TRANS
00-895019 TEST    04/09/2002  11:34:01:28  SCH  ADD
EVT# ETYP SCH DATE  SEQ HRG DATE  H TIME MICROFILM# ATTN DISP DISP DATE  JUDGE COMMENT
001 PEG 01/15/2002 000 00/00/0000 00:00          00000          00000
CASE #    USER    DATE        TIME        TYPE TRANS
00-895019 TEST    04/09/2002  11:38:57:54  SCH  ADD
EVT# ETYP SCH DATE  SEQ HRG DATE  H TIME MICROFILM# ATTN DISP DISP DATE  JUDGE COMMENT
002 NOH 02/15/2002 000 05/12/2002 13:00          00000          00000
CASE #    USER    DATE        TIME        TYPE TRANS
00-895019 TEST    07/10/2002  10:07:29:18  HDR  MOD

```